

Agenda Item #15.B.




STATE AND CONSUMER SERVICES AGENCY • GOVERNOR GEORGE D. BROWN, JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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DATE: February 9, 2011

TO: Board Members

FROM: 
Cheryl C. Anderson, M. S., R. N.
Supervising Nursing Education Consultant

SUBJECT: Coast Health Education Center, Inc., Vocational Nursing Program –
Reconsideration of Provisional Accreditation; Request to Admit Students
(Director: Oscar De Jesus, Anaheim, Los Angeles, Private)

On December 8, 2008, the Board placed the Coast Health Education Center, Inc., Vocational Nursing Program on provisional accreditation for the two-year period from September 12, 2008, through February 28, 2010. That action was taken due to the program's noncompliance with Section 2530 (l) of the Vocational Nursing Rules and Regulations, which states:

"The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

- (1) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation."

On February 18, 2010, the Board extended the program's provisional accreditation for the one - year period from March 1, 2010, through February 28, 2011, and directed the program to bring its licensure examination average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate for four (4) consecutive quarters by **February 28, 2011**. The Board scheduled reconsideration of the program's accreditation status for February 25, 2011 meeting.

The following table shows the variance of the program's pass rates from the state average annual pass rates of first time graduates of accredited vocational nursing programs for the past 19 consecutive quarters. This data substantiates the program's continued noncompliance with Section 2530(l) of the Vocational Nursing Rules and Regulations.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Apr - Jun 2006	79%	50%	-29
Jul - Sep 2006	79%	38%	-41
Oct - Dec 2006	78%	38%	-40
Jan - Mar 2007	77%	38%	-39
Apr - Jun 2007	77%	35%	-42
Jul - Sep 2007	76%	27%	-49
Oct - Dec 2007	76%	41%	-49
Jan - Mar 2008	75%	42%	-33
Apr - Jun 2008	74%	41%	-33
Jul - Sep 2008	74%	41%	-33
Oct - Dec 2008	73%	43%	-30
Jan - Mar 2009	72%	40%	-32
Apr - Jun 2009	70%	44%	-26
Jul - Sep 2009	72%	52%	-20
Oct - Dec 2009	73%	45%	-28
Jan - Mar 2010	74%	65%	-9
Apr - Jun 2010	75%	62%	-13
Jul - Sep 2010	75%	61%	-14
Oct - Dec 2010	76%	62%	-14

The program requests approval to admit a class of 15 students on January 24, 2011, with a projected graduation of February 10, 2012.

History of Prior Board Actions

- On February 4, 2005, the Board approved the Coast Health Educational Center, Inc. to commence a full-time vocational nursing program with an initial class of 30 students beginning February 7, 2005, with a projected graduation date of February 3, 2006.

The program offers a 48-week full-time course of instruction divided into four semesters.

- On May 21, 2005, the director informed the Board that admission of the first class was delayed to March 21, 2005, with an expected graduation date of March 28, 2006.
- On October 25, 2005, a new program director was approved.
- On January 11, 2006, the Board approved initial full accreditation for the Coast Health Educational Center, Inc. Vocational Nursing Program for the period of February 4, 2006, through February 3, 2010, and issued a certificate accordingly.

The Board approved the program's request to admit 45 students into a full-time class beginning April 17, 2006, to replace the class graduating on March 17, 2006. In so doing, the program's class size was increased from 30 to 45 students per class.

Additionally, the Board approved the program's request to admit 45 students into a third full-time class beginning July 24, 2006, with a projected graduation date of July 21, 2007. In so doing, the program's frequency of admissions was increased.

- On November 2, 2006, the Board approved the program's request to admit an additional class of 45 students commencing November 16, 2006, with a projected graduation date of November 30, 2007.
- On April 12, 2007, the Board approved the program's request to admit a class of 45 students commencing April 30, 2007, with a projected graduation date of April 11, 2008, to **replace** students graduating April 27, 2007, and admit a class of 45 students commencing July 23, 2007, with a projected graduation date of July 10, 2008, to **replace** students graduating July 20, 2007. Additionally, a follow-up report was to be presented relative to the program's licensure examination pass rates.
- The program had no candidates completing the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX/PN) from January - June 2007.
- On June 27, 2007, the Board notified the program that the annual average pass rate for Coast Health Educational Center Vocational Nursing Program had fallen below 10 percentage points of the state annual average pass rate for **four** (4) consecutive quarters. The Board requested an analysis of the program and written plan for improving program pass rates.
- On July 20, 2007, the Board received the program's plan to improve its performance statistics on the NCLEX-PN®.
- On August 20, 2007, the Board notified the program that its annual average pass rate had fallen below 10 percentage points of the state annual average pass rate for **five** (5) consecutive quarters.
- On December 14, 2007, the Board notified the program that its annual average pass rate had fallen below 10 percentage points of the state annual average pass rate for **six** (6) consecutive quarters.
- On December 18, 2007, the program advised that admission of the class scheduled to commence July 23, 2007, was delayed until August 2007.
- On January 9, 2008, the Board approved the program's request to admit a full-time class of 20 students commencing January 21, 2008, only, with a projected graduation date of January 8, 2009.
- The program delayed commencement of the January 21, 2008 class to February 11, 2008.

- On February 13, 2008, the Board notified the program that its annual average pass rate had fallen below 10 percentage points of the state annual average pass rate for **seven** (7) consecutive quarters. The Board requested a report relative to the program's current enrollment, faculty and facilities, student clinical rotation schedule, and analysis relative to the effectiveness of the previously submitted corrective plan.
- On March 7, 2008, the Board received the program's plan of intervention addressing program performance statistics on the NCLEX-PN®.
- On March 26, 2008, the program advised that effective April 1, 2008, the name of the program would be changed to Coast Health Career College, Vocational Nursing Program.
- On May 6, 2008, the Board notified the program that its annual average pass rate had fallen below 10 percentage points of the state annual average pass rate for **eight** (8) consecutive quarters.
- On May 7, 2008, the program submitted correspondence summarizing effects of interventions employed to improve performance statistics on the NCLEX-PN®.
- On May 21, 2008, the Board approved the program's request to admit a full-time class of 15 students commencing June 16, 2008, only, with a projected graduation date of June 26, 2009, to **replace** students graduating May 2, 2008; **and** approved the admission of a full-time class of 15 students on September 15, 2008, only, with a projected graduation date of September 22, 2009, to **replace** students graduating August 18, 2008.
- On June 12, 2008, the Board was notified that the start of the June 16, 2008 class would be delayed to July 14, 2008, due to an insufficient pool of qualified applicants.
- On June 19, 2008, the Board received notification of the resignation of four (4) approved faculty. Additionally, **the Board was notified of the program director's resignation, effective July 2, 2008.**
- On June 20, 2008, the Board forwarded correspondence to the program director requesting information relative to the program's status. A response was requested by June 30, 2008.
- On June 24, 2008, the Board forwarded correspondence to the program's owner requesting information relative to the program's status, due to the imminent departure of the director. A response was requested by June 30, 2008.
- On June 30, 2008, the program submitted the requested information.
- On July 15, 2008, the Bureau forwarded correspondence advising the program's owner of deficiencies identified in faculty approval applications for a director and assistant director.

- On September 12, 2008, a report for consideration of the program's placement on provisional accreditation was presented to the Advisory Committee. The program was not represented at this meeting.

Committee members expressed concern that a program representative was not available to provide information prior to the Committee's vote on the matter of accreditation. Following discussion, the Committee adopted the following recommendations:

1. Place Coast Health Career College Vocational Nursing Program on provisional accreditation for a ninety-day period.
 2. Carry this issue forward for review at the November 2008 Advisory Committee meeting for further action with a representative of the school present.
- On September 26, 2008, the recommendations of September 12, 2008, were adopted by the designee of the Director of the Department of Consumer Affairs.
 - On October 3, 2008, the Bureau forwarded written notification, by certified mail, relative to the change in the program's accreditation status, areas of noncompliance, and requirements for correction. Additionally, the owner was reminded that the program was noncompliant with Section 2529(b) of the Vocational Nursing Rules and Regulations. The owner was advised that reconsideration of the program's accreditation status was scheduled for November 21, 2008. Receipt of notification was confirmed by the United States Postal Service.
 - **On October 27, 2008, a new program director was approved.**
 - On November 7, 2008, the Bureau recommended extension of the program's provisional accreditation through February 28, 2010. Additionally, the Bureau recommended issuance of a notice to the program identifying specific areas of non-compliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.
 - On December 8, 2008, the recommendations of November 7, 2008, were adopted by the designee of the Director of the Department of Consumer Affairs.
 - On December 8, 2008, the Board issued the program a notice identifying areas of non – compliance and requirements for corrections.
 - On October 20, 2009, the Executive Officer approved the program's request to admit a full – time class of 15 students to commence November 9, 2009 only, graduating December 17, 2010, to **replace** students who graduated July 30, 2009.
 - On December 24, 2009, the Board forwarded correspondence to the program advising that the Board would reconsider its accreditation status at the February 18, 2010 meeting. A comprehensive report was requested by January 14, 2010.

- On January 12, 2010, the Board received the program's comprehensive report.
- On January 13, 2010, the director clarified that commencement of the November 9, 2009 class would be delayed to January 18, 2010, due to insufficient funding. The students are projected to graduate February 18, 2011.
- On February 18, 2010, the Board extended the program's provisional accreditation for the one – year period from March 1, 2010, through February 28, 2011; **and** required the program to bring its licensure examination annual average pass rate to no more than ten (10) percentage points below the State annual average pass rate for four (4) consecutive quarters by **February 28, 2011**; **and** directed that the program shall not admit students into its part - time or full – time classes to replace graduating students unless authorized by the Board.

Additionally, the program was required to show documented progress by submitting a follow-up report in nine (9) months, but no later than **November 1, 2010**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timelines for expected results, and the effectiveness of corrective actions taken to address the following elements:

- a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
- On March 10, 2010, the Board forwarded correspondence to the director per certified and regular mail relative to the Notice of Change in Accreditation status.
 - October 16, 2010, the Board forwarded correspondence to the director relative to its placement on the February 25, 2011 meeting agenda for Board consideration of its provisional accreditation status. The program was requested to submit a report, as specified in the Notice of Change in Accreditation Status by Monday, November 1, 2010.
 - On October 20, 2010, the Board received program correspondence requesting approval to admit 15 students on January 24, 2011, graduating February 10, 2012, to **replace** students that graduated August 20, 2010.

- On November 1, 2010, the Board received the requested report.
- January 13, 2011, the Supervising Nursing Education Consultant sent correspondence to the director requesting the submission of documents for Board presentation.
- On January 26, 2011, copies of the program's report were received for dissemination to Board members.

Enrollment

The program offers full – time classes that are 60 – weeks in length. Each class admission requires prior Board approval. The pattern of admissions for **current** classes is seen in the enrollment table below.

The following table represents **current and projected** student enrollment based on current and proposed class start dates. The table indicates a **maximum enrollment of 26 students** for the period July 2008 through February 2011.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
7/08		15	14	14
4/09		15	12	14 + 12 = 26
	8/09 (7/08 Class)		- 14	26 – 14 = 12
1/10		14	12	12 + 12 = 24
	5/10 (4/09 Class)		- 12	24 - 12 = 12
	2/11 (1/10 Class)		- 12	12 – 12 = 0
2/11 (Proposed)		15		0 + 15 = 15

Licensing Examination Statistics

The following statistics, furnished by the Pearson Vue and published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction," for the period April 2006 through December 2010, specify the pass percentage rates for graduates of the Coast Health Education Center Vocational Nursing Program on the National Council Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data						
Quarterly Statistics					Annual Statistics*	
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate
Apr - Jun 2006	4	2	50%	76%	50%	79%
Jul - Sep 2006	17	6	35%	79%	38%	79%
Oct - Dec 2006	3	1	33%	77%	38%	78%
Jan - Mar 2007	No Candidates Tested			77%	38%	77%
Apr - Jun 2007	No Candidates Tested			74%	35%	77%
Jul - Sep 2007	12	3	25%	76%	27%	76%
Oct - Dec 2007	20	10	50%	76%	41%	76%
Jan - Mar 2008	25	11	44%	75%	42%	75%
Apr - Jun 2008	19	7	37%	70%	41%	74%
Jul - Sep 2008	15	4	27%	74%	41%	74%
Oct - Dec 2008	22	13	59%	73%	43%	73%
Jan - Mar 2009	11	3	27%	70%	40%	72%
Apr - Jun 2009	7	4	57%	71%	44%	70%
Jul - Sep 2009	10	6	60%	74%	52%	72%
Oct - Dec 2009	5	2	40%	76%	45%	73%
Jan - Mar 2010	9	8	90%	76%	65%	74%
Apr - Jun 2010	2	0	0%	74%	62%	75%
Jul - Sep 2010	2	1	50%	76%	61%	75%
Oct - Dec 2010	8	4	50%	77%	62%	76%

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three-quarters by the number of candidates who tested during the same period.

Based on the most recent data available (October – December 2010), the program's average annual pass rate is 62%. The California average annual pass rate for graduates from accredited vocational nursing programs who took the NCLEX-PN® for the first time during the same period is 76%. The average annual pass rate for the Coast Health Education Center Vocational Nursing Program is fourteen (14) percentage points **below** the state average annual pass rate.

Faculty and Facilities

Section 2534(d) of the Vocational Nursing Rules and Regulations states:

"For supervision of clinical experience, there shall be a maximum of 15 students for each instructor."

The total number of Board approved faculty is six (6), including the program director. The director has 100% administrative duties. Of the total faculty, six (6) are approved to teach in the clinical area.

Based on a maximum enrollment of 26 students, two (2) instructors are needed. Therefore, the number of current faculty is adequate for the current and projected enrollment.

Section 2534(b) of the Vocational Nursing Rules and Regulations states:

“Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught.”

The program has clinical facilities that are adequate as to type and variety of patients treated to enable current and proposed students to meet clinical objectives, in accordance with Section 2534(b) of the Vocational Nursing Rules and Regulations.

Other Considerations

Examination statistics furnished by the Pearson Vue and published by the National Council of State Boards of Nursing as “Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction,” substantiates that Coast Health Education Center Vocational Nursing Program has failed to achieve an annual average pass rate on the NCLEX-PN® that is within 10 percentage points of the state average annual pass rate for 18 of the past 19 consecutive quarters.

On **December 8, 2008**, the Board placed the program on provisional accreditation for the two-year period from September 12, 2008, through February 28, 2010. The action was taken due to the program's noncompliance with Section 2530 (I) of the Vocational Nursing Rules and Regulations. **At that time, the program's average annual pass rate was 42%, 33 percentage points below the state average annual pass rate.** (See Attachment A)

On **February 18, 2010**, the Board extended the program's provisional accreditation for the one - year period from March 1, 2010, through February 28, 2011, and scheduled reconsideration for the February 25, 2011 Board meeting. **At that time, the program's average annual pass rate was 52%, twenty (20) percentage points below the state average annual pass rate.** The Board directed the program to bring its average annual pass rate to no more than ten (10) percentage points below the State annual average pass rate for four (4) consecutive quarters by February 28, 2011. On March 10, 2010, the Board forwarded correspondence per certified and regular mail relative to the Notice of Change in Accreditation Status (see Attachment B).

The following table summarizes the program's performance statistics for the five (5) quarters following extension of the provisional accreditation, July 2009 through December 2010.

NCLEX-PN® Licensure Examination Data						
Quarterly Statistics					Annual Statistics*	
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate
Jul - Sep 2009	10	6	60%	74%	52%	72%
Oct - Dec 2009	5	2	40%	76%	45%	73%
Jan - Mar 2010	9	8	90%	76%	65%	74%
Apr - Jun 2010	2	0	0%	74%	62%	75%
Jul - Sep 2010	2	1	50%	76%	61%	75%
Oct - Dec 2010	8	4	50%	77%	62%	76%
*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three-quarters by the number of candidates who tested during the same period.						

On October 16, 2010, the assigned consultant forwarded correspondence to the director advising that the Board was scheduled to reconsider the program's accreditation status at the February 25, 2011 meeting. The program was requested to submit its follow – up report by November 1, 2010, as specified in the Notice of Change in Accreditation Status. (See Attachment C)

On November 1, 2010, the program's report was received (see Attachment D). The report confirmed continued implementation of all previously reported interventions to address the low performance statistics of program graduates. Those interventions include:

➤ **Admission Criteria.**

The program revised its admission criteria to include a requirement that all applicants complete the Test of Essential Academic Skills (TEAS) entrance examination prior to admission.

➤ **Evaluation Methodology for Student Progress.**

- The program revised its grading procedure. Students are required to achieve a grade of 80%. Previously, the passing grade was 75%.
- The program now administers ATI assessment tests and other online testing aids. Based on the results, intensive remediation will be undertaken for each student.

➤ **Class Size.**

The program has reduced the number of admissions from 45 to 15 students per class.

➤ **Adequacy of Instructional Methods.**

The director reported that an evaluation of all faculty members has been completed. A number of instructors were identified as failing to provide the level

and quality of theory and clinical instruction necessary for student achievement. As a result, some faculty members were terminated and new instructors were hired.

The director reported that instructional methods and student achievement are discussed at all faculty meetings.

In addition, the director reported that the program has incorporated use of Educational Resource, Inc. (ERI) computerized assessment tools into each term. The director reported that students completing the NCLEX-PN® during the period July – September 2009 evidence the effectiveness of this tool.

On January 26, 2011, copies of program documentation were received for dissemination to Board members. (See Attachment E)

Program performance statistics specify that six (6) of the ten (10) program graduates tested during that period passed, for an average **quarterly** pass rate of **60%** and an average **annual** pass rate of **52%**. Since that time, a total of 26 program graduates have completed the NCLEX-PN®. Of the total tested, 58%, 17 program graduates, passed.

In summary, the program has failed to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate for four (4) consecutive quarters, as required by the Board on February 18, 2010. Data available for the most recent period (October – December 2010) substantiates that the program's average annual pass rate of 62% is fourteen (14) percentage points **below** the state average annual pass rate. **However, it must also be noted that the program's average annual pass rate has improved from 42% to 62%, an improvement of 20 percentage points, during its provisional accreditation.**

Recommendations:

1. Extend provisional accreditation of Coast Health Education Center Vocational Nursing Program for the one-year period from **March 1, 2011 through February 28, 2012**, and issue a notice to the program to identify specific areas of non compliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (see Attachment F Draft).
2. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate for four (4) consecutive quarters by **February 29, 2012**.
3. Approve the program's request to admit 15 students commencing March 1, 2011, only, to **replace** students who graduated August 20, 2010.
4. Require the program to admit no additional students unless approved by the full Board.
5. Require the program to show documented progress by submitting a follow-up report in 9 months, but no later than **November 1, 2011**. The report must include a

comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:

- a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
5. Require the program to comply with all accreditation standards in article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code section 2880, and article 5 of the Board's regulations, commencing at California Code of Regulations, title 16, section 2526.

Rationale: The program has failed to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate for four (4) consecutive quarters, as required by the Board. However, it must be noted that the program's performance statistics evidence an improvement of 20 percentage points while on provisional accreditation. Such improvement supports the recommendation to extend the program's provisional accreditation for one (1) year.

By February 2012, the program will have four (4) additional quarters to demonstrate compliance.

Attachment A: Notification of Change in Accreditation Status Dated December 8, 2008.
Attachment B: Notification of Change in Accreditation Dated March 10, 2010.
Attachment C: Board correspondence dated October 16, 2010.
Attachment D: Program report received November 1, 2010.
Attachment E: Program report received January 26, 2011.
Attachment F: Notification of Change in Accreditation Status Draft.

Agenda Item #15.B. – Attachment A



STATE AND CONSUMER SERVICES AGENCY • ARNOLD SCHWARZENEGGER DRIVE/NDU
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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December 8, 2008

Oscar C. De Jesus, Owner
Coast Health Career College
Vocational Nursing Program
1741 West Katella Avenue
Anaheim, CA 92804

Dear Mr. De Jesus:

Pursuant to the recommendation of the Bureau of Vocational Nursing and Psychiatric Technicians Advisory Committee and its adoption by the Director of the Department of Consumer Affairs on December 8, 2008, the status of the Coast Health Career College Vocational Nursing Program has been changed from full accreditation to provisional accreditation for the period September 12, 2008 to February 28, 2010.

Please sign and return the enclosed "Acknowledgement of Change in Accreditation Status" form by **Friday, December 19, 2008**.

NOTIFICATION

In accordance with Section 2526.1(c) of the California Code of Regulations,

"The Board may place any program on provisional accreditation when a program does not meet all requirements as set forth in this chapter and in Section 2526..."

Section 2530(l) of the California Code of Regulations states:

"The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

(1) ...

(2) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation."

The program pass rates of the Coast Health Career College Vocational Nursing Program for the past eight (8) quarters are set forth in the following table.

Quarter	State Average Annual Pass Rate	Program Average Annual Pass Rate
Apr – Jun 2006	79%	50%
Jul – Sep 2006	79%	38%
Oct – Dec 2006	78%	38%
Jan - Mar 2007	77%	38%
Apr - Jun 2007	77%	35%
Jul - Sep 2007	76%	27%
Oct - Dec 2007	76%	41%
Jan - Mar 2008	75%	42%

In order to return to full accreditation status, the Coast Health Career College Vocational Nursing Program must bring its licensure examination annual average pass rate to no more than ten percentage points of the State annual average pass rate by February 28, 2010. Failure to do so may cause the Bureau to consider revocation of the program's accreditation.

RECONSIDERATION

Your program will be placed on the **February 2010** Advisory Committee Meeting agenda for reconsideration of your accreditation status. The nursing education consultant assigned to your program will ask you to submit documentation of the correction of your violation(s) by the fifteenth day of the second month prior to that meeting.

REGULATION: Section 2526.1 of the California Code of Regulations

“(a) Provisional accreditation means a program has not met all requirements as set forth in this chapter and in Chapter 6.5, Division 2 of the Business and Professions Code.”

The term “provisional accreditation” is meant to indicate to the program, students and potential students that the program IS NOT IN FULL COMPLIANCE with state laws and regulations and may lead to revocation of accreditation.

“(b) Provisional accreditation shall be granted for a period not to exceed two years unless the Board grants an extension.”

The inclusive dates of provisional accreditation will be established by the Advisory Committee and tracked by the assigned consultant. The consultant will schedule reports to the Advisory Committee in a manner that will allow consideration of further action prior to the expiration period of the provisional accreditation.

“(c) The Board may place any program on provisional accreditation when a program does not meet all requirements as set forth in this chapter and in Section 2526 VN. If the program has not met all requirements

at the end of the initial provisional accreditation period, provisional accreditation may be extended if the program demonstrates to the satisfaction of the Board a good faith effort to correct all deficiencies."

The phrase "satisfactory to the Board" means there is objective data to demonstrate compliance with Article 5 regulations.

The phrase "good faith effort" means full cooperation with the Advisory Committee and staff by sending requested information in an accurate, timely, organized and legible manner. Additionally, follow through must be evident in relation to identified objectives and statements of intent.

"(d) Any program holding provisional accreditation may not admit "new" classes beyond the established pattern of admission previously approved by the Board. The admission pattern is defined by the number of students per class and the frequency of admissions for the six class admissions that immediately precede the Board action to consider provisional accreditation."

For programs that are currently required to come before the Advisory Committee for prior approval to admit each class, this is the "established pattern" and will continue until the pattern is changed by formal Advisory Committee action. The number of students per class will be the MAXIMUM number approved by the Advisory Committee for any of the six classes.

"(e) A program placed on provisional accreditation shall receive written notification from the Board. The notification to the program shall include specific areas of noncompliance and requirements for correction. A program's failure to correct delineated areas of noncompliance is cause for revocation of provisional accreditation."

Should you have questions, please do not hesitate to contact your assigned nursing education consultant.

Sincerely,

CHERYL C. ANDERSON, M.S., R.N.
Nursing Education Consultant

cca

Enclosure



CERTIFIED MAIL

March 10, 2010

Oscar C. De Jesus, B.S., R.N., Director
Vocational Nursing Program
Coast Health Education Center, Inc.
1741 West Katella Avenue
Anaheim, CA 92804

Subject: Notice of Change in Accreditation Status

Dear Mr. De Jesus:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on February 18, 2010, the provisional accreditation status of the Coast Health Education Center, Inc., Vocational Nursing Program has been extended. Please sign and return the enclosed "Acknowledgement of Change in Accreditation Status" form by **Friday, March 19, 2010.**

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

In accordance with Section 2526.1(c) of title 16 of the California Code of Regulations,

"The Board may place any program on provisional accreditation when that program does not meet all requirements as set forth in this chapter and in Section 2526..."

Section 2530(l) of title 16 of the California Code of Regulations states:

"The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

- (l) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation."

The program pass rates of the Coast Health Education Center, Inc., Vocational Nursing Program for the past fourteen (14) quarters are set forth in the following table.

Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate
Apr – Jun 2006	79%	50%
Jul – Sep 2006	79%	38%
Oct – Dec 2006	78%	38%
Jan – Mar 2007	77%	38%
Apr – Jun 2007	77%	35%
Jul – Sep 2007	76%	27%
Oct – Dec 2007	76%	41%
Jan – Mar 2008	75%	42%
Apr – Jun 2008	74%	41%
Jul – Sep 2008	74%	41%
Oct – Dec 2008	73%	43%
Jan – Mar 2009	72%	40%
Apr – June 2009	70%	44%
Jul – Sep 2009	72%	52%

Based on this data, the program failed to meet the annual average pass rate requirement in 14 quarters.

REQUIRED CORRECTION(S)

1. The Coast Health Education Center Inc., Vocational Nursing Program must bring its licensure examination annual average pass rate to no more than ten (10) percentage points below the State annual average pass rate for four (4) consecutive quarters by **February 28, 2011**.
2. The program shall not admit students into its part - time or full – time classes to replace graduating students unless authorized by the Board.
3. The program must show documented progress by submitting a follow-up report in nine (9) months, but no later than **November 1, 2010**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timelines for expected results, and the effectiveness of corrective actions taken to address the following elements:
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.

- n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
3. The program must comply with all accreditation standards in article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code section 2880, and article 5 of the Board's regulations, commencing at California Code of Regulations, title 16, section 2525.

Failure to take these corrective actions may cause the Board to revoke the program's accreditation. In the event additional violations of the accreditation standards are identified, such violations may result in further corrective action or revocation of provisional accreditation.

FUTURE BOARD ACTION

Your program will be placed on the **February 2011** Board Meeting agenda for reconsideration of your accreditation status. The nursing education consultant assigned to your program will ask you to submit documentation of the correction of your violation(s) by the fifteenth day of the second month prior to that Board meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **prior Board approval is required to admit each class.**

In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to 2527 of the Board's regulations.

The program may no longer advertise that it has full accreditation, and should take steps to correct any ongoing advertisements or publications in that regard.

A copy of title 16, California Code of Regulations, section 2526.1, regarding provisional accreditation is attached for your reference. A complete copy of the Board's laws and regulations can be found on the Board's web site at www.bvnpt.ca.gov.

Should you have questions, please do not hesitate to contact the Board.

Sincerely,

TERESA BELLO-JONES, J.D., M.S.N., R.N.
Executive Officer

cca

Enclosure

cc: Board Members

Agenda Item #15.B. – Attachment C



STATE AND CONSUMER SERVICES AGENCY • ARTHUR SWARTZENEGGER, GOVERNOR
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7866 Web www.bvnpt.ca.gov



October 16, 2010

Oscar C. De Jesus, B.S., R.N., Director
Vocational Nursing Program
Coast Health Education Center, Inc.
1741 West Katella Avenue
Anaheim, CA 92804

Subject: Accreditation Status

Dear Mr. De Jesus:

The Board of Vocational Nursing and Psychiatric Technicians (Board) is scheduled to reconsider your program's provisional accreditation status at the **February 25, 2011**, Board Meeting.

As specified in the ***Notice of Change in Accreditation Status***, dated March 10, 2010, the program is required to submit a comprehensive report. The deadline for submission of that report is **Monday, November 1, 2010.**

The report should address the effectiveness of any corrective actions taken to improve the program's average annual pass rates on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX/PN®). The report must include a comprehensive analysis of the program, specific actions that were taken to improve program pass rates, the effect of those actions, modifications in the program's action plan, and timelines for expected results. The following elements must be addressed in the analysis:

- a. Current Enrollment.
- b. Admission Criteria.
- c. Screening and Selection Criteria.
- d. Terminal Objectives.
- e. Curriculum Objectives.
- f. Instructional Plan.
- g. Theory and Clinical Objectives for Each Course.
- h. Lesson Plans for Each Course.
- i. Textbooks.
- j. Attendance Policy.
- k. Remediation Policy.
- l. Evaluations of Theory and Clinical Faculty.
- m. Evaluations of Theory Presentations.
- n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
- o. Evaluation of Student Achievement.

All requested information must be received by **Monday, November 1, 2010.**

Should you have questions, please do not hesitate to contact me at (916) 263-7843.

Sincerely,

Cheryl C. Anderson

CHERYL C. ANDERSON, M.S., R.N.

Supervising Nursing Education Consultant

cca

Attachments:

1. Blank Enrollment Table.
2. Blank Faculty and Facility Forms
3. Acknowledgement Form

edee
SVNPT Received
on 11.3.10 with CR

2010 NOV -1 PM 12:27

Coast Health Career College

Comprehensive Report and Analysis taken
to Improve Program Pass rate

COAST HEALTH CAREER COLLEGE
LVN PROGRAM
POLICY AND PROCEDURE

Title: STUDENT CLINICAL SITE EVALUATION

Page: 1 of 1

Approved by: K M^cIntyre RN MA

Effective: 3/09

POLICY:

At the end of the rotation on a clinical site, the student will be requested to evaluate their experience.

The evaluations will be given to the students by their Instructor and returned to the Faculty for review.

The student will be informed of the overall summary done by the Faculty and if concerns were discussed and resolutions reached.

STANDARD OF CARE/STANDARD OF PRACTICE

Professionalism and Ethics
Communication

PROCEDURE

POINTS OF EMPHASIS

Reference/Regulatory Requirements

Review Date:

COAST HEALTH CAREER COLLEGE

Clinical Site Evaluation (done by the student after each clinical rotation).

Check the number that best described the facility in the following listing:

Key: 5 = Excellent 4 = Good 3 = Average 2 = Poor 1 = Unacceptable

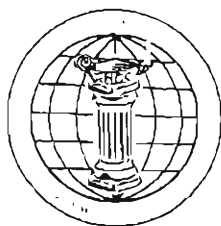
		5.	4.	3.	2.	1.
1.	Clinical objectives were able to be met					
2.	There was varied clinical experiences					
3.	There was access to the chart and supplies					
4.	The facility staff were accommodating					
5.	Other departments were available to use (GI, ER, OR)					
6.	Your overall facility experience					

Please indicate any comments for improvement at this facility. _____

Would you seek employment at this facility? _____ If not, why? _____

Student Name (optional) _____

Date: _____



COAST HEALTH CAREER COLLEGE

October 25, 2010

Cheryl C. Anderson, M.S., R.N.
Supervising Nursing Education Consultant
Board of Vocational Nursing
And Psychiatric Technicians
2435 Capitol Oaks Drive, Suite 205,
Sacramento, CA. 95833-2945

Dear Ms. Anderson,

These are in respond to your letter dated October 16, 2010. Re: effectiveness of any corrective actions taken to improve the program's average annual passed rates on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN).

In order to maintain at least the minimum pass rate on the licensure examination the school has subscribe to the Educational Resource Inc. (ERI) program. These programs enhance the students' knowledge an assist them in the application of concept within the content of the VN- Curriculum.

The Graduates of July 2009 (Class of July 2008 to July 2009) have utilized this program; passing percentage results have increased 9 out of 12 students passed the NCLEX-VN. The Graduates of April 2009 to May 2010 are still awaiting, 3 out of 11 students took the NCLEX-VN.

The students from Term I to Term IV are required to attend ERI sessions (computer sessions) every after each unit to validate their knowledge that they may have obtained from actual classroom lectures and through clinical experience.

During our monthly faculty meeting on the topic of Program evaluation, it was a unanimous decision that we have to revise our Student handbook to include the requirements of taking the Comprehensive Achievement Profiles (PN CAPs), LPN Assessment Test, Clinical & Theory Practice Test and In Term IV mandatory to take the PN-CAT.

The Comprehensive Achievement Profiles are tailored to fit into the corresponding lectures per Term. The unit Lectures proceed the unit Test on the Term level.

We discussed during the latest monthly Faculty meeting that in addition to the ERI sessions the faculty including the VN Program Director will offer 60 hrs supplemental NCLEX preparation sessions.

The students are reviewed by their Theory Instructor at the end of each Term and more comprehensive review at the end of TERM - IV. During Clinical rotation the Instructor conducts post-conferences to determine if the student(s) are able to apply theoretical concepts into practice. For students that "need improvements" the clinical Instructor makes arrangements for the student to attend skills lab and review of the concepts are reemphasized.

Educational Resources, Inc. (ERI)

ERI is a computer assisted program that will assist the individual student to acquire computer testing skills.

The ERI sessions will augment the acquired psychomotor skills of the VN student from the classroom and the clinical setting experiences. The test sessions will assist the student in developing critical thinking and will enable them to be comfortable in taking the NCLEX examination.

Policy: I. Self scheduling

- A. Student will take full responsibility in scheduling herself/himself.
 - B. Student sign an agreement to take full responsibility in acquiring computer skills through practice.
 - C. Student is aware that the time spent taking the ERI Test sessions is not hours included in the VN course.
 - D. A calendar is provided for the student to sign in their Test sessions.
2. Sessions Monitored,
- A. The results of the test sessions are monitored for compliance, results are utilized for ranking grading status.
 - B. Silence should strictly be observed.
 - C. Telephones/ Cell phones should not be used in the Testing room.

Correctional Plan:

Goal is to increase the pass rate on first time licensure examinations taken.

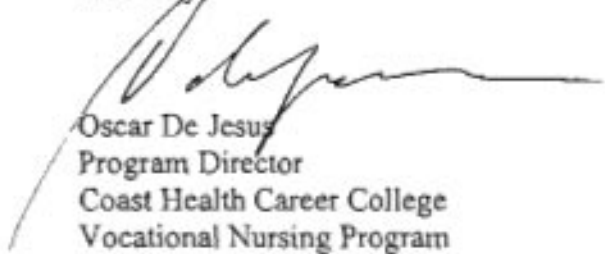
- New entrance examinations have been utilize, TEAS Test
 - New exit examinations utilizing ERI format.
 - The passing grade of all examinations will be increased to a 80% pass rate
 - Class size was decreased by 66% - down to 15 students per class.
 - Reduction in instructors who were poor performers
- Finally – We change the text book that we use by utilizing Elsevier Publishing resources (Mosby and Saunders).

Hopefully these would help the School meet the standards set by the Board of Vocational Nursing and Psychiatric Technicians when it comes to passing the National Council Licensure Examination (NCLEX-VN).

I am submitting my respond to you late due to circumstances that we can not avoid; I have two deaths in my family, Mother and my baby sister in just a week difference due to their illnesses cancer.

Thank you for your consideration.

Sincerely,

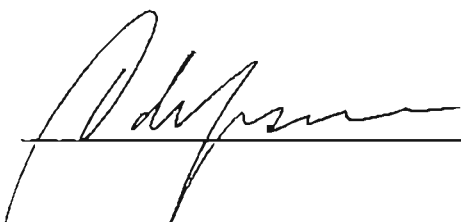


Oscar De Jesus
Program Director
Coast Health Career College
Vocational Nursing Program
1741 Katella Ave
Anaheim, CA 92804

ENROLLMENT DATA			
CLASS DATES		#Students Admitted at time of class start	#Students who are still in the class
Date class started or will start	Date class will Complete		
January 11, 2010	January 21, 2011	14	12
January 24, 2011	February 10, 2012	15	

Please complete the following ***Enrollment Data Table*** for all **currently enrolled** classes and for those classes that are **proposed**.

School Name: Coast Health Career College

Signature:  Date: Oct. 25, 2010

ANNUAL REPORT - SCHOOL FACILITY

- o Vocational Nursing
- o Psychiatric Technician Program

Facility Codes:

AC = Acute Care; AS = Ambulatory Surgery; COM = Community Care; COR = Corrections; DC = Day Care; GH = Group Homes; HH = Home Health;

STP = Specialty Treatment Programs; SS = Special Schools; TC = Transitional Care; O = Other (Phase Specify)

PT Programs Only - CDU = Chemical Dependency Unit; MHC = Mental Health Clinics; PH = Psychiatric Hospitals; VE = Vocational Education & Training Centers;

Clinical Use Codes: Fun = Fundamentals/Nursing Science; M/S = Medical/Surgical; C. Dis = Communicable Diseases; Geront = Gerontological Nursing; Rehab = Rehabilitation Nursing; Matern = Maternity Nursing; Ped

PT Programs Only - MD = Mental Disorders; DD = Developmental Disabilities

→

ADMISSION CRITERIA:

The school is open to all individuals who possess the sincere desire to be trained for career opportunities in allied health.

A personal, on-campus interview with an admissions representative is required before enrollment. The interview process is to evaluate the student's ability to successfully complete the requirements of the allied health program in which they are seeking enrollment.

Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, have a high school equivalency diploma (GED), or a state issued certificate.

Applicants must be 18 prior to the clinical portion of the program (approximately six weeks from the program start date.)

Applicants must submit copies of high school transcripts, proof of high school graduation (i.e. copy of high school diploma), or proof of receipt of a GED prior to starting.

Foreign Students:

Applicants for admission indicating they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). Credentials will be reviewed for acceptance by the Program Director who may request proof of equivalency. Copies will be made and maintained in the applicant's file. This proof must be provided prior to class start.

Applicants are encouraged to apply for admission as soon as they decide on an allied health career. To apply, an applicant may call for an interview appointment. Applicants outside the area may call or write requesting an appointment. The appointment time and date will be confirmed by telephone.

Personal Interview:

The school requires a personal, on-campus interview with each applicant prior to acceptance into any program.

The school encourages parents and spouses to attend the interview. This gives applicants and their families the opportunity to see the campus' equipment and facilities and to ask specific questions relating to the school, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude.

Application for Enrollment:

The following items must be completed at the time of application for enrollment:

- a. Personal data form.
- b. Entrance testing.
- c. A request for proof of high school graduation or its equivalent (GED certificate), or state issued certificate.
- d. The enrollment agreement.
- e. Various disclosure forms

Acceptance by School:

Once the completed Enrollment Agreement and the required items mentioned above have been completed, the applicant will be informed of his/her acceptance. If the school does not accept an applicant, all fees paid by the applicant to the school will be refunded.

READMISSION

Students applying for readmission may be required to retake the entrance test and meet the current minimum composite score. Retesting is required if more than 12 months have elapsed since passing the original entrance test.

To be eligible for readmission, students must complete an application, be current on any outstanding debt(s) with the school, and cannot be in default on a student loan unless prepared to resolve the default or pay all tuition and fees in advance.

Former students applying for readmission must meet with the Education Department, the Financial Aid Department, and the Business Services Department.

A student applying for readmission to their externship must demonstrate appropriate skill level. A student accepted for readmission may be required to remediate prior to re-entering class.

A student applying for readmission over 12 months from withdrawing will enroll at the current tuition and applicable miscellaneous charges.

Students will be credited for any books they have previously received and paid for. If any updated and/or additional textbooks are required, the student will incur the cost of the new textbooks.

Readmission is on a space-available basis.

CREDIT FOR PREVIOUS TRAINING

School will consider the transfer of credits for completed coursework from other institutions, provided they are submitted for evaluation within 5 days of commencement.

To be eligible for transfer of credit to the college, students must have successfully completed the course work within the past five years, and have earned at least a grade of 'C' in each course being transferred. If the coursework of the completed credit is found to be obsolete, the applicant may be required to update the credit. Coursework content of the completed credit must be considered comparable to the level of the coursework of school programs. The VN-Program Director has the final authority in determining which coursework can be satisfied by transfer of credit.

Transfer credit will be considered for related previous education completed in:

- Accredited vocational or practical nursing courses.
- Accredited registered nursing courses.
- Accredited psychiatric technician courses.
- Armed services nursing course.
- Certified Nurse Assistance course.
- Other related courses, e.g. Nutrition, Anatomy and Physiology.

Applying students may be required to take a written examination and/or perform specific procedures to demonstrate the required knowledge and skill, in order to be granted transfer credit.

Transfer of credit should take place prior to the student entering school, and no transfer of credit will be accepted after 45 days of commencement. Transfer of credit must be substantiated by an official transcript.

The School may be grant the student advanced standing in his/her selected program as a result of acceptance of transfer of credit. If course requirements are satisfied by transfer credit from another college, tuition will be adjusted accordingly. The School does not award for experiential learning.

ADMISSION POLICY:

1.0 Admission Policy

- 1.1 Employability and licensure can be affected by past experience and personal performance records. If you have problems in your past that could be judged as negative occurrence, need to bring it to the attention of the Program Director and the agency that licenses, certify, or approve you for entrance into the profession. No employee of the school is authorized or approved to render anything other than a personal opinion on this subject.
- 1.2 Minimum requirements for entrance are open to persons 18 years or older having the following:
 - A. High school diploma or general equivalency diploma (GED).
 - B. A passing score on the admission exam (s).
 - C. A passing score on the Test of Essential Academic Skills (TEAS)

2.0 Admission Selection

- 2.1. The application and enrollment procedure begins with the completion of a general questionnaire and initial interview with a college admission representative. A discussion regarding background aptitude, career goals, motivation and placement potential will be conducted as well as a guided school tour.
- 2.2. Prior to enrollment an applicant has the opportunity to ask questions and view the Classrooms and lab. Applicants are required to pass a general aptitude exam. successful candidates will then have an interview with the Director of Nursing to discuss the nursing Program and student expectation/s.
- 2.3 After compiling entrance scores, pre-vocational assessment, and Director of Nursing recommendations, students will be notified of start date.
- 2.4 All accepted applicants must attend a scheduled orientation day prior to entry.

3.0 Non-Academic Requirements

- 3.1. Joint Commission of Accredited Hospitals (JCAH), and Workman's Compensation Insurance requires all students attending clinical programs be in good health.
- 3.2. Students must pass a general physical and have a physician's release prior to the start of the second week of the program.
- 3.3. Students must produce an Immunization Record and be free from transmittable diseases, including varicella, measles, mumps, rubella, hepatitis, tuberculosis and sexually transmitted diseases.

- 3.4. As a student and a potential professional in the health care field you are at a higher risk of contracting Hepatitis B than the general population. We recommend you avail yourself of information on the risks to help in your decision to be vaccinated.
- 3.5. The school uses several authorized clinical services to run the appropriate tests to render an opinion of overall health. It is required that a copy of the completed tests be in the students' file no later than the 10th day following the first day of school. Student should be prepared to discuss any relevant medical history with the service. Students are permitted to have their Health Screen run and reported by their personal physician as long as they comply with the schools' 10-day schedule. Generally, Health Screens are done on the first day of school. The schedule for your class will be disclosed at your orientation.

NOTE: *It is important for the student to disclose to the clinical service if she is pregnant. If pregnancy occurs after starting school, it must be disclosed in writing to the program director and a full medical release from the student's physician must be submitted prior to attending the next clinical.*

Transferring Credit

1.0 Credit Granting Policy

- 1.1 Advanced standing may be granted to students who have successfully completed a course or courses and provided documentation to demonstrate compliance with Board of Vocational Nursing and Psychiatric Technicians (BVNPT) policy.
- 1.2 Advanced standing may be granted for the following experience:
 - A. Completed courses in an accredited vocation or registered nursing school.
 - B. Completed courses in an accredited Psychiatric Technician school.
 - C. Completed courses in the Armed Services.
 - D. Completed C.N.A. certification.
- 1.3 Courses for advance standing must be completed within the last five (5) years.
- 1.4 Nursing courses will be evaluated as to content and hours appropriate to the school's curriculum.
- 1.5 Students who wish advanced standing must submit all documentation including official transcripts to the Director of Nursing prior to admission.

2.0 Credit Granting for Specific Areas

- 2.1 Advanced standing may be granted for the following experience.
- 2.2 Completed courses in an accredited vocational or registered nursing school.
 - A. Prior to admission students must submit all transcripts including hours and course description.
 - B. Upon review of documentation, the director of Nursing or Nursing Department Designee will administer both an exam and practicum to validate understanding of content of challenged portions of the curriculum.
 - C. On successful completion of the validation, students will receive credit for the portion of the program.
- 2.3 Completed courses in an accredited Psychiatric Technician School.
 - A. Prior to admission student must submit all transcripts including hours and course description showing completion of the fundamentals of the Psychiatric Technician Program.
 - B. Upon review of documentation, the Director of Nursing or Nursing Department Designee will administer both an exam and practicum to validate the content of the (Term I) portion of the program.
 - C. Upon successful completion of the validation, students will receive credit for term I and be placed in term II.
- 2.4 Completed courses in the Armed Services.
 - A. Prior to admission the student will submit all certificates, documentation of hours served and the letter from the commanding Officer, attesting to rank and status.
 - B. Upon review of documentation, the director of Nursing or Nursing Department Designee will administer an exam and practicum to validate the clinical content in term I.
- 2.5 Completed Certified Nursing Assistant (CNA) Certification.
 - A. Prior to admission the student will submit proof of current certificate issued by the Department of Health Services.
 - B. Upon review of documentation, the Director of Nursing or Nursing Department Designee will administer an exam and practicum to validate the clinical content in term I.
 - C. Student will then receive credit for clinical portion only of term I and be granted those days off.

Vocational Nursing Program

Career Training Objective / Terminal Objective

The objective of the vocational nursing program is to train student to acquire satisfactory skill. As a Vocational Nurse and prepare student for the Vocational Nurse State Licensure examination. Upon successful completion of 1560 hours required training, the graduate receives a diploma and now eligible to take the Vocational State Licensure examination. Upon passing the licensed examination, the graduate can enter employment as a Licensed Vocational Nurse (LVN) in medical office, HMO, Acute care hospital, Long term care facility and / or other health care setting.

The training program is divided into four terms approximately 13 weeks in length. Each term is comprised of prescribed subjects or studies that build upon each other. Student's begin their training in term one and progress sequentially through each term until all courses and terms have been successfully completed.

Upon completion of the program, the graduate will be able to:

1. Understand and utilize the components of the Nursing process
2. Demonstrate knowledge, competence and safety in the performance of nursing skills.
3. Initiate and maintain effective communication with patients, visitors and members of the health care team
4. Described and understand the anatomical structure and physiological function of the body
5. Discuss and understand the normal growth and development in terms of physical, psychological development and needs of the neonate, child, adolescent, adult and elderly.
6. Recognized and understand the manifestations of disease, the importance of education and nutrition.
7. Participate in the development of plan of care which include the basic physical, emotional, spiritual, socio-economical and psychological factors involve in the nursing care of the patient and his / her family.
8. Demonstrate the safety administration of medication and other nursing intervention
9. Be familiar and utilize community resources available to the patient and his / her family.
10. Recognized and utilize opportunities to teach health and wellness within the scope of practice.
11. Function with accountability as defined in the statutes of the Vocational Nurses Practice Act.

Vocational Nursing Program

Career Training Objective

The objective of the VN- Program is to train students to acquire satisfactory skills as a Vocational Nurse and prepare student for Vocational Nurse State Licensure Examination. . Upon successful completion of 1560 hours of required training, the graduate receives diploma, is eligible to take the the National Council Licensure Examination for Vocational Nursing (NCLEX-VN). Upon passing the licensure examination, the graduate can enter employment as Licensed Vocational Nurse (LVN) in medical office clinic , HMO , acute care hospital , long-term care facility or other health care setting.

The training program is divided into four terms approximately 13 weeks in length . Each term is comprised of prescribed subjects or studies that build upon each other. Students begin their training in term one and progress sequentially through each term until all courses and terms have been successfully completed.

Upon completion of this program , the student will be able to:

1. Understand and utilize the components of the nursing process.
2. Demonstrate knowledge/ competence and safety in the performance of nursing skills.
3. Initiate and maintain effective communication with patients, visitors, and members of the health care team.
4. Describe the anatomical structure and physiological functions of the body.
5. Discuss the normal growth and development in terms of physical, psychosocial development, and needs of the neonate , child adolescent, adult and elderly
6. Recognize the manifestations of disease , the importance of education and nutrition.
7. Prepare a plan of care which include the basic physical , emotional , spiritual, socioeconomic and psychological factors involved in the nursing care of the patient and his family.
8. Demonstrate the safe administration of medication.
9. Be familiar and utilize community resources available to the patient and his family.
10. Recognize and utilize opportunities to teach health and wellness within the scope of practice.

Methodology

The program will be conducted in a combination of lectures, readings, demonstrations, research, computer testing and reporting, quizzes , examinations, and clinical practice.

Theory and skills laboratory sessions will be held in the campus. Clinical experiences will be obtained from health care facilities approved by the Board of Vocational Nurse and Psychiatric Technician Examiners.

Course Length:

The program is offered in full-time (12 months)

Total Hours	1560
Theory	568
Clinical	992

Course Outline

TERM I - Introduction to Client Centered Care I – A **Theory** **Skills Lab/Clinical**

Total Hours 180 Credit 14.0 100 80 / 0

Intro To Nursing
Growth and Development
Ethical / Sociocultural
Vital Signs
Physical Assessment
Nursing Process
Communication
Documentation
Basic Nursing Skills
Client/Family Teaching
Geriatrics
CPR

Introduction to Client Centered Care I – B

Theory

Skills Lab / Clinical

Total Hours 194 Credit 10.5 70 28 / 96

Introduction to Anatomy and Physiology
Medical Terminologies
Surgical Patient
Comfort, Pain and Sleep
Introduction to Nutrition
Therapeutic Diet
Review of Math
Intro to Pharmacology

TERM II Care of the Client with Self-Care Deficits II **Theory** **Skills Lab** / **Clinical**
Total Hours 370 **Credit** 21.5 164 12 / 192

	Credit Unit	Skills Lab	Clinical
Life Cycle I Integumentary Deficits	24 (3.0)	0	32
Care of the Client with Musculoskeletal Deficits	24 (3.0)	0	32
Care of the Client with Respiratory Deficits	46 (6.0)	8	48
Care of the Client with Cardiovascular Deficits	42 (5.0)	4	48
Care of the Client with Gastrointestinal Deficits	28 (3.5)	0	32

TERM III Care of the Client with Self-Care Deficits III **Theory** **Skills Lab** / **Clinical**
Total Hours 418 **Credit** 18.5 122 8 / 288

	Credit Unit	Skills Lab	Clinical
Care of the Client with Endocrine Deficits	44 (7.0)	8	72
Care of the Client with Urinary Deficits	28 (5.0)	0	72
Care of the Client with Immune Deficit	8 (1.0)	0	16
Oncology Nursing	10 (1.0)	0	16
Hospice	6 (1.0)	0	16
Mental Health/Rehab Nursing	16 (3.0)	0	48
Emergency Nursing	5 (1.0)	0	24
Approaches to Leadership and Supervision	5 (1.0)	0	24

TERM IV Care of the Client with Self-Care Deficits IV **Theory** **Skills Lab** / **Clinical**
Total Hours 400 **Credit** 19.5 112 0 / 288

	Credit Unit	Skills Lab	Clinical
Care of the Client with Reproductive Deficit	20 (3.0)	0	48
Care of the Obstetrical Client	20 (3.0)	0	48
Life Cycle and Deficits of the Pediatric Client	20 (3.0)	0	48
Care of the Client with a Neurosensory Deficits	44 (8.0)	0	120
Senior Specialties/Practicum (The Role of the Graduate)	8 (1.0)	0	24

Course Description- Vocational Nursing Program

Class No. Class Title/ Description

VN 100 - Introduction To Client Centered Care 1 A

The term is designed to provide the student orientation and introduction to the student nurse in the Nursing Profession. Policy and Procedure applicable to the program will be discuss during this term. It also includes introduction to basic fundamental nursing skills and basic care concepts This term will provide the framework for developing the initial skills required in other specialty areas in clinical nursing. Nursing skills are also utilized necessary to assist the patient in meeting specific health care needs.

VN101 – Introduction To Client Centered Care 1 – B

The term is designed to provide an introduction to Anatomy, Physiology, Nutrition, and Pharmacology. This will give students the foundation of knowledge needed to advance in the program. Concepts of Nursing Care of the surgical client , Pre and Post operatively will also be discussed during this term

VN201 – Life Cycles / Integumentary System

Anatomy and Physiology of the Integumentary System will be discussed to be able to introduce students to the common diseases and diagnostic procedures. Related Pharmacological agents and specific nutritional needs will also be discussed. The term will also discussed Burns, with focus on assessment, complications and treatment. This unit will also emphasized on nursing intervention and psychosocial aspects of care being to client with an integumentary disorder. Life Cycle of the Middle Adult will be introduce with focus on Physical, Social and emotional characteristics. Developmental tasks associated with the adults ages 35- 65 will also be emphasized. Selected clinical experiences will allow practice of appropriate nursing skills

VN202– Musculoskeletal System

This Musculoskeletal unit will introduced student to the Musculoskeletal system. Anatomy and physiology of the muscles, bones, joints and related structure. Common diseases / condition involving the system will be discussed with focus on diagnostic tests, pharmacological intervention and nutrition are also discussed. Nursing intervention and psychosocial aspects of a client with a musculoskeletal disorder will also be emphasized. Selected clinical experiences will allow practice of appropriate nursing skills.

VN203 – Respiratory system

The Respiratory system unit introduces the anatomy of the upper and lower respiratory system. Will discuss common disorders involving the system. Will also discuss diagnostic tests, pharmacological agents and nutrition. Nursing intervention and its psychosocial aspects during care of the client will also be emphasized. Selected clinical experiences will allow practice of appropriate nursing skills.

VN204 – Cardiovascular System

The Cardiovascular unit will introduce the student to the anatomy and physiology of the heart with emphasis on the circulation or on how blood circulates within the body. Related structures will also be discuss like ; veins and arteries and different disorder involving the system, like MI, angina will be delineated. Common disorders, pharmacological agent and nutrition will also be emphasized. This unit will also focus on the nursing intervention for the client with cardiovascular disorders. Important psychosocial aspects as well as lifestyle and exercise will be discussed . Selected clinical experiences will allow practice of appropriate nursing skills.

VN205 – Gastrointestinal System

This Gastrointestinal unit will introduce the student to the anatomy and physiology of the gastrointestinal system including related structure and accessory organs. Will also discuss the process of digestion. Unit will also focus on common diseases involving the system and the needed diagnostic procedures, pharmacological agents and specific nutritional needs. Will emphasize on nursing intervention and psychosocial aspects of care. Selected clinical experiences will allow practice of appropriate nursing skills.

VN301 - Endocrine System

The endocrine system unit will introduce the student to the anatomy and physiology of the endocrine system including how hormones work., feedback system, common disorders, diagnostic procedures and related pharmacologic treatment and specific therapeutic nutritional needed are to be discussed. Other common diseases , interventions and psyschosocial aspects regarding care of the client will be emphasize and discussed. Care of the diabetic client, administration of insulin and signs of diabetic complications will be discussed. Selected clinical experiences will allow the student to practice appropriate nursing skill.

VN302 - Urinary System

The urinary system will introduce the student to the anatomy and physiology of the urinary system, including the process of urine formation, common diseases and diagnostic procedures. Related pharmacological treatment and specific therapeutic nutritional needs are discussed. Discussion will include the role of the nurse in the care of a client receiving dialysis and the effect of aging on the urinary function. The unit emphasizes the nursing interventions and psychosocial aspects for the care of the client with a urinary disorder. Selected clinical experiences allow the student to practice appropriate nursing skills.

VN 303 – Immunology

Immunology essentially deals with body's ability to distinguish the self from the non-self. Discussions will include the function of the immune system, homeostasis, immune-incompetence and the different types of immunities.

VN 304 – Oncology/Hospice

Oncology nursing is the care of people with cancer. Discussions include prevention, diagnosis and the pathophysiology of cancer. It also includes the role of nurses in hospice nursing , that will explain evolution of hospice, programs , characteristics and management.

VN 305 – Mental Health Nursing/Rehabilitation

Mental health concepts define the characteristics of mentally healthy clients. The unit will describe factors that influence an individual's response to change and stress. The effective use of defense mechanisms is identified. The student is expected to utilize effective therapeutic communication skills and assist the client throughout the rehabilitation process.

VN 306 Emergency Nursing

This unit explains the importance of assessing safety of an emergency scene, immediate action/first aid and stabilization of emergency situations. It also includes precautions on hazardous materials.

VN 307 Leadership and Supervision

The leadership unit will introduce the student to styles of leadership, supervision and the team concept in health care.

VN 401 - Reproductive System

The reproductive system will introduce the student to the anatomy and physiology of the male and female reproductive systems. Common disorders and diseases, hormonal changes, diagnostic procedures, and pharmacologic agents/treatments are all discussed. Also included is a discussion of birth control methods, nursing interventions and psychosocial aspects of care of the client with a disorder of the reproductive system. Selected clinical experiences allow the student to practice appropriate nursing skills.

VN 402 – Obstetrics

The obstetrics unit explains the physiology of conception and describes the anatomical and physiological changes that take place during pregnancy, labor, and delivery and the post-partum period. Appropriate diagnostic and nutritional requirements are discussed. The unit includes fetal development, complications of pregnancy and disorders of the newborn. Also included are the effects of drugs and alcohol usage during pregnancy, labor and delivery, and the post-partum period are discussed. Selected clinical experiences allow the student to practice appropriate nursing skills.

VN 403 – Life Cycles / Pediatrics

The pediatric unit approaches the care of the client based on the growth and development theory. Unit content will include the stages of growth and development, battered child syndrome, common childhood diseases, common pediatric procedures, related pharmacology (including immunizations), nutritional needs, accident preventions and nursing interventions. Selected clinical experiences allow the student to practice appropriate nursing skills.

VN 404 – Neurosensory System

The Neurosensory system will introduce the student to the anatomy and physiology of the neuron, the brain, the cranial nerves, the eye, the ear, common diseases and diagnostic procedures. Related pharmacologic agents and specific nutritional needs are discussed. The unit will emphasize nursing interventions including importance of neurological assessment and measurements that are recommended in preventing complications. Psychosocial aspects and effects of aging on the neurosensory system are discussed. Selected clinical experiences allow the student to practice appropriate nursing skills.

VN 405 – Senior Practicum

This unit explores ethical and legal aspects, negligence, malpractice , change , the decision making process and the Nursing Practice Act and its mandates. Home health , death and dying, hospice , disaster nursing, and the role of the health care team. Selected clinical experiences allow the student to practice appropriate nursing skills in the clinical setting.

Attendance/Absence Policy:

1.0 Policy

- 1.1 The college encourages excellent attendance so that students can get the most out of their education. Dedication to lectures, lab work, assignments, and clinical experiences are required.
- 1.2 Students are required to attend all scheduled classes.
- 1.3 If absences cannot be avoided, students are required to call the school or clinical area 30 minutes prior to start times.
- 1.4 When a student is absent, it is his/her responsibility to inform the Instructor of the reason for the absence, and to arrange to make up missed clinical assignments and class work.
- 1.5 Students having three (3) consecutive days will automatically dismissed from the VN-program.
 - 1.5.1. First absent will be given a verbal warning and arrangement for make up will be scheduled.
 - 1.5.2. Two (2) absences will results in being place on probation for attendance.
 - 1.2.3. Students failure to maintain improve attendance for the remainder of the program may results in dismissal from the VN-program.

2.0 Tardiness and Leaving Early

2.1 Classroom Policies

- 2.1.1 Students arriving late for an exam or a scheduled test will be admitted to class and allowed the remaining time allotted to complete the test. Pop quizzes may not be made up.
- 2.1.2 Tardiness and leaving early disrupts the learning environment and is discouraged. Three (3) occurrences within one (1) month will be tallied as one (1) absence.

REMEDIATION:
Student Education Assistance

1.0 Policy

1.1 Theory Students

1.1.1 All Term-I students receiving less than 80% on any test (quizzes are exempt from remediation) will be required to meet with the Theory Instructor. The Instructor will create a remediation plan for each student. The remediation plan includes a review of the material, homework assignment and a retest on content. Upon successful completion of the homework assignment the student is then retested. The student must achieve 80% on the retest in order to pass. Only three (3) remediations are allowed for the whole term.

1.1.2 All Term II – IV students receiving less than 80% in a single subject must successfully complete remediation to continue the term. Remediation consists of a material review, a homework assignment, computer testing and a retest on content. Upon completion of the homework assignment the student must achieve a 80% on the retest. The student may only remediate one system per term. A 2nd system fail in a term will require a repeat of the term.

1.2 Clinical Students

1.2.1 Students deficient in any skill or clinical objective will be required to have remediation. The Clinical Instructor will provide a remediation plan that may include homework assignments, laboratory time, individual counseling and instruction. The clinical instructor may also refer any student to the education assistance coordinator for scheduling.

1.2.2 Students who demonstrate unsatisfactory skills after remediation will be removed from the clinical area and receive a clinical failing grade.

2.2 Clinical Policies

- 2.2.1 Failure to meet clinical objectives due to excess absences will result in probation or dismissal from the VN-program.
- 2.2.2 Students arriving more than 15 minutes after the scheduled arrival time will be sent to the campus to schedule a make-up day.
- 2.2.3. Absences in clinical are scheduled for makeup, Student may not leave the clinical site before the designated time.
- 2.2.3 Report to school campus if clinical Instructor unable to be present for clinical due to illness or unexpected event.

Education Assistance/Remediation Policy and Procedure

Purpose

The purpose of Education Assistance is to provide supervised time for the students to increase their understanding of theory objectives and proficiency in clinical skills, such as the review of mathematics, aspects of medication administration, assessment, and clinical documentation.

Clinical Instructor Referral

The instructor may refer a student to Education Assistance if the instructor feels that the student needs to increase their knowledge base of clinical or theory subjects.

Theory Instructor Referral

Students with a grade below 80% in a subject must attend remediation for that subject.

Student Referral

The students are encouraged to come to school laboratory independently to increase technical proficiency and expand their knowledge base.

Remediation Procedure

- Remediation is available to students to assist them in strengthening their skills. The procedure is as follows:
- After each test in Term I and each system in Term II – IV the theory instructor will
- All Term I students receiving less than 80% on any test (quizzes are exempt from remediation) must be referred to the education assistance coordinator.
- All Term II – IV students receiving less than 80% in a single subject failure must be referred to the education assistance coordinator by the designated Instructor.
- The Instructor will then meet with the student to determine how the student will remediate.
- Remediation may include any or all of the following: lecture, study guides, homework, projects, computer testing return demonstration, videos or testing.
- The Instructor will enter the remediation grade into the grade book.
- Every effort will be made to have the remediation grade entered within 48 hours.
- Students who are unsuccessful with remediation (i.e., 80% on retest, non-completion or deficient return demonstration, homework/project/study guide, did not retest) will receive counseling on failing grade by the VN-Program Director

**COAST HEALTH CAREER COLLEGE
LVN PROGRAM
POLICY AND PROCEDURE**

Title: FACULTY EVALUATIONS, CLINICAL & THEORY

Page: 1 of 2

Approved by: _____

Effective: 3/09

POLICY:

Each Instructor in a Clinical or a Theory rotation will be evaluated by the Director Of Nursing (DON) or designee on a monthly and quarterly basis.

Criteria will be used as stated in the Instructors Position Description.

STANDARD OF CARE/STANDARD OF PRACTICE

Professionalism and Ethics

All Apply

PROCEDURE

- See attached forms
- Meet with the Instruction to review their performance.
- File the completed evaluation in the Instructors file.

POINTS OF EMPHASIS

Reference/Regulatory Requirements

Review Date:

Evaluation Methodology Form

- a. Clinical
- b. Theory
- c. Remediation result

**COAST HEALTH CAREER COLLEGE
INSTRUCTOR, THEORY
JOB EVALUATION**

Ratings: 5 = Excellent 4. = Good 3. = Average 2. = Poor 1. = Unacceptable

	PROFESSIONAL RESPONSIBILITIES	5	4	3	2	1	N/A
1.	Knows the scope of nursing practice.						
2.	Committed to fulfill legal responsibilities of good nursing practice.						
3.	Takes responsive action when unprofessional conduct occurs.						
4.	Is competent and assures students are competent to perform assigned duties.						
5.	Adheres to school policies and procedures.						
	THEORY/CLINICAL RESPONSIBILITIES						
1.	Prepares for the days lecture.						
2.	Identifies objectives to be met prior to each days lecture.						
3.	Prepares/reviews exams prior to exam date.						
4.	Has knowledge of subject matter.						
5.	Use appropriate dynamics, other materials/tools as reference for presentations.						
6.	Encourages participation and discussion of subject matter.						
7.	Presents lecture material in an organized manner.						
	LEADERSHIP RESPONSIBILITIES						
1.	Arrives to class on time.						
2.	Uses class time efficiently. Gives breaks, lunch and dismissal times accordance to policy.						
3.	Post available hours for students to receive counseling.						
4.	Monitors grades, attendance records.						
5.	Enters computer grades, progress reports timely.						
6.	Adheres to dress code & enforces student dress code.						
7.	Complies with policies of remediation and re-testing						
8.	Maintains weekly theory objectives.						
9.	Follows Term calendar and syllabus outline.						
10.	Informs Don/ADON of students who are failing.						
11.	Attends Faculty meetings.						

Comments: _____

Instructor: _____ DON: _____

Date: _____

April 2009

**COAST HEALTH CAREER COLLEGE
INSTRUCTOR, CLINICAL
JOB EVALUATION**

Ratings: 5 = Excellent 4 = Good 3 = Average 2 = Poor 1 = Unacceptable

	PROFESSIONAL RESPONSIBILITIES	5	4	3	2	1	N/A
1.	Knows the scope of nursing practice.						
2.	Committed to fulfill legal responsibilities of good nursing practice.						
3.	Takes responsive action when unprofessional conduct occurs.						
4.	Is competent and assures students are competent to perform assigned duties.						
5.	Adheres to school policies and procedures.						
	CLINICAL RESPONSIBILITIES						
1.	Prepares for the days clinical experience						
2.	Identifies objectives to be met prior to each day's clinical experience.						
3.	Has competence & knowledge of the clinical specialty.						
4.	Uses appropriate patient assessment in student assignments						
5.	Assists students in acquiring clinical skills pertinent to the Term.						
6.	Encourages participation in pre-post conferences.						
	LEADERSHIP RESPONSIBILITIES						
1.	Arrives to clinical on time.						
2.	Uses clinical time efficiently. Gives breaks, lunch and dismissal times according to policy.						
3.	Posts "Clinical Objectives" on Facility bulletin board.						
4.	Post student assignments						
5.	Monitors attendance/tardiness of students & reports to Theory Instructor mid-term and the final records.						
6.	Adheres to dress code & enforces student dress code.						
7.	Notifies DON/ADON of students progress, absences etc.						
8.	Follows Term calendar and syllabus outline						
9.	Attends Faculty meetings.						

Comments: _____

Instructor: _____ DON: _____
Date: _____

COAST HEALTH CAREER COLLEGE

STUDENT EVALUATION CHECKLIST

NAME: _____ TERM: _____ DATE: _____

TOPIC	EDUCATION		INSTRUCTOR ASSESSMENT			COMMENTS	RE-ASSESSMENT						
	MODE	DATE	INITIAL	DATE:	I		II	III	INITIAL	DATE:	I	II	III
I. PATIENT CENTERED CARE													
Customer Service Skills													
Identifies Age-Related changes in system													
Assist client in Preserving their Dignity													
Prepares / Assists client for test ect.													
II. ASSESSMENT, PLANNING, IMPLEMENTATION AND EVALUATION													
Gathers appropriate data to complete client assessment													
Recognizes S/S of Abuse													
Demonstrates knowledge re: significant laboratory results													
Develops NCP for client with: _____ _____													
Identifies / Assists client in developing self-care goals													
Skilled In Performing the following: _____ _____													
Glucosecan													
Dressing changes													
Able to assess any abnormal findings of _____ system													

KEY: EDUCATION
P = POLICY & PROCEDURE
E = CLASS WORK
D = DEMO-DISCUSSION
O = OBSERVATION

ASSESSMENT
I = NEEDS MORE EXPERIENCE
II = REQUIRES MINIMAL SUPERVISION
III = FUNCTIONS INDEPENDENTLY

STUDENT EVALUATION CHECKLIST

KEY:

EDUCATION	ASSESSMENT
P = POLICY & PROCEDURE	I = NEEDS MORE EXPERIENCE
E = CLASS WORK	II = REQUIRES MINIMAL SUPERVISION
D = DEMO-DISCUSSION	III = FUNCTIONS INDEPENDENTLY
O = OBSERVATION	

STUDENT EVALUATION CHECKLIST

3

KEY:	EDUCATION	ASSESSMENT
P = POLICY & PROCEDURE	I = NEEDS MORE EXPERIENCE	
E = CLASS WORK	II = REQUIRES MINIMAL SUPERVISION	
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Q = OBSERVATION		

COAST HEALTH CAREER COLLEGE

STUDENT EVALUATION CHECKLIST

TOPIC	EDUCATION		INSTRUCTOR ASSESSMENT			COMMENTS	RE-ASSESSMENT		
	MODE	DATE	INITIAL	DATE:	I		II	III	INITIAL
VI. INFECTION CONTROL									
Uses personal protective equipment when required									
Appropriate hand washing skills									
Knowledgeable re: needleless system									
Maintains immune suppressed precautions									
Can identify infection control hazards in the client setting									
Uses Universal Precautions/ or transmission based precautions in all care									
VII. PAIN MANAGEMENT									
Knows when to assess the client for pain. (5 th vital sign)									
Understands the dosage's ordered for PRN medications									
Works with the client to design a pain management plan									
Re-assesses client after pain medication given at proper intervals									
Uses universal pain assessment tools as designed by facility.									

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COAST HEALTH CAREER COLLEGE

STUDENT EVALUATION CHECKLIST

TOPIC	EDUCATION		INSTRUCTOR ASSESSMENT			COMMENTS	RE-ASSESSMENT					
	MODE	DATE	INITIAL	DATE: I	II		III	INITIAL	DATE: I	II	III	INITIAL
VIII. PROFESSIONALISM AND ETHICS												
Demonstrates initiative in seeking new learning experiences												
Reports to clinical / class at designated time in a prepared manner												
Uses appropriate language in all communication with clients & health care team												
Writes legible - Uses SBAR - Uses good English, grammar, medical terminology												
Aware & responds to cultural differences in clients & families												
Completes homework / other assignment on time												
Attends post-conference & makes relative & pertinent contributions												
SYSTEM REVIEW												
Diagnostic Assessment;												
Collects Vital Signs												
Places pulse Oximeter												
Records I&O accurately												
Assesses skin for rash / breakdown												
Assesses wound condition												
Collects specimens with proper technique												
Urine												
Stool												
Sputum												
Other												
Glucometer												

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STUDENT EVALUATION CHECKLIST

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COAST HEALTH CAREER COLLEGE

STUDENT EVALUATION CHECKLIST

TOPIC	EDUCATION		INSTRUCTOR ASSESSMENT			COMMENTS	RE-ASSESSMENT		
	MODE	DATE	INITIAL	DATE	I		II	III	INITIAL
RESPIRATORY SYSTEM									
Care of Pt. with multiple inhalers									
Pt. on On therapy by mask or cannula									
Perform suctioning									
Tracheostomy care									
Assist in Code Blue									
Observe Bronchoscopy or thoracentesis									
Obtain a throat culture									
Assist with coughing, deep breathing, coughing exercises									
CARDIOVASCULAR SYSTEM									
Apply elastic hosiery									
Assess peripheral pulses									
Correlate lab results with normal values									
Know location of each cart and contents									
Do/documents cardio assessment									
Care of pt. on Telemetry/Pacemaker									
MUSCULOSKELETAL SYSTEM									
Observe PT treatments									
Apply Ace Wraps									
Apply CPM machine									
Apply sequential compression device									
Assess neuro / circulatory function									
Care for patient with amputation									
Range of motion exercises									
NEUROSENSORY SYSTEM									
Care for patient with CVA									
Seizure disorder/degenerative disorders									
Spinal cord injury / paralysis									
Unconscious patient									
Do neuro checks									
Assist with LP / CMS, other test									
Identifies s/s of ICP									

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COAST HEALTH CAREER COLLEGE

STUDENT EVALUATION CHECKLIST

TOPIC	MODE	EDUCATION		INSTRUCTOR ASSESSMENT			COMMENTS	RE-ASSESSMENT				
		DATE	INITIAL	DATE	I	II		III	DATE	I	II	III
PEDIATRICS												
Care for child with birth defects												
Ear / eye disorder												
Respiratory disorder / croup / pneumonia												
G/I - O/U disorders												
Uses proper procedures for height / weight												
Uses safety measures / Mummy restraints												
Teaches family care of child												
Assist doctor with assessments ect.												
GERONTOLOGY												
Care for patients with rehabilitative needs												
Assists pt. with cognitive reality orientation, reminiscence / validation therapy												
Observe PT/OT/ST with elder patient												
Help family / pt. with alternative living needs / facilities												
Assists pt. / family with the grieving process												
MATERNITY												
Observe / analyze role in providing care for pt. in labor												
Observe / provide nursing care during labor & delivery												
Becomes familiar with monitoring techniques / fetal response to labor												
Observe / provide care for newborn after delivery												
Provides mother / baby care post delivery												
Assesses bonding between family and newborn												
Aid / educate families to care of newborn												
Assists mother in breast/bottle feeding and advantages to both												
Observe / recognized normal variation in the newborn												
Understands importance of conservation of body heat in the NB.												

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ASSESSMENT
I = NEEDS MORE EXPERIENCE
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STUDENT EVALUATION CHECKLIST

OTHER SKILLS NOTED:

Care of the Skin: assess for rash, breakdown, color, heat, drainage
Assess wound condition
Apply wet/dry dressings
Care of pt. with J-Pan/Hemovac/drains.
Care of pt. with IV or Central lines
Post Mortem Care

ASSESSMENT
I) = NEEDS MORE EXPERIENCE
II) = REQUIRES MINIMAL SUPERVISION
III) = FUNCTIONS INDEPENDENTLY

COAST HEALTH CAREER COLLEGE

STUDENT EVALUATION CHECKLIST

End of Term I	Student Comments
End of Term II	
End of Term III	
End of Term IV	
Instructor Comment	Date:
PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	

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COAST HEALTH CAREER COLLEGE

VOCATIONAL NURSING CLINICAL ROTATION EVALUATION

Student Name: _____

Date: _____

Clinical Area: _____

Length of Rotation: _____

PROFESSIONALISM		S	NI	U
1.	Adheres to CHEC - VN dress code			
2.	Reports to clinical at designated time, and is prepared to receive, clinical assignment			
3.	Notifies instructor according to school policy in the event of absence or tardiness			
4.	Demonstrates emotional maturity and stability			
5.	Number of Absences (_____), Times Tardy (_____)			
6.	Accept responsibility for own actions			

NURSING CARE		S	NI	U
ASSESSMENT				
1.	Performs baseline assessment thoroughly and in a timely manner			
2.	Identifies abnormal findings and reports to appropriate personnel			
PLANNING				
1.	Prioritizes and organizes patient care according w assessment data			
INTERVENTION:				
1.	Completes assignments conscientiously			
2.	All assignments completed in a timely manner			
3.	Demonstrates and applies safety principles			
4.	Demonstrates knowledge of legal and ethical obligations and utilized discretion with the Patient and family			
EVALUATION:				
1.	Performs ongoing assessments as needed			
2.	Modifies care plan according to ongoing assessment and evaluations			
CLINICAL LEARNING SKILLS:				
1.	Demonstrates understanding and application of objectives			
2.	Transfers theoretical knowledge to the clinical practice			
3.	Continues to perform fundamental nursing skills competently			
4.	Demonstrates appropriate technique in performing nursing skills and procedures			
5.	Demonstrates initiative in seeking new learning experiences			
COMMUNICATION				
1.	Uses appropriate language in all communication with patients and members of the health care team			
2.	Recognizes cultural diversities in meeting patient needs			
3.	Notifies appropriate staff before leaving the unit			
4.	Gives clear, complete and pertinent report to appropriate staff member upon completion of shift -assignment			
5.	Demonstrates appropriate non-verbal techniques of communication			
6.	Is attentive in post-conference and makes relative and pertinent contributions			
DOCUMENTATION				
CHARTING:				
1.	Writes legibly using correct English grammar, medical terminology and spelling			
2.	Uses appropriate forms for all documentation			
3.	Documents all pertinent information completely and in a timely manner			

S+ = Satisfactory Plus

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

NURSING CARE PLAN:

DOCUMENTATION			S	NI	U
1.	Completes Nursing Care Plan completely and legibly	(FUNDAMENTALS 11 ONLY)			
2.	Completes Nursing Care Plan on time	(FUNDAMENTALS 11 ONLY)			
3.	Completes Tracking form for module specific NCP	(FUNDAMENTALS 11 ONLY)			

ADMINISTRATION OF MEDICATIONS			S	NI	U
1.	Demonstrates preparedness in giving medications				
2.	Accurately calculates all dosages to be given				
3.	Administers medications incorporating the "5 Rights"				
4.	Monitor patient for adverse reactions				
5.	Documents completely on appropriate forms				

TEAM LEADING			S	NI	U
1.	Demonstrates ability to assist and guide team members toward timely completion of assignments				
2.	Reports appropriately to instructor and staff members				
3.	Completes all team leading responsibilities as designated, in a tactful and cooperative				

SPECIAL CARE AREAS			S	NI	U
1.	Demonstrates ability to work independently with minimal supervision				
2.	Shares learned knowledge with other students in post conference				

COMMENTS AND SIGNATURES

STUDENT COMMENTS:

INSTRUCTOR COMMENTS:-

OVERALL PERFORMANCE

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

COASTAL HEALTH CAREER COLLEGE
MAKE-UP COMPLETION FORM FOR CLINICAL

Student Name _____ Date: _____

Clinical Make-up Term I II III IV

12 hours _____

8 hours _____

Absences must be made-up within the Term or completed during Term Break

Performance:
Satisfactory/Needs Improvement _____

Meets Minimum Requirements _____

Medical/Surgical Gerontology Maternity/Obstetrics

Comments: _____

Student Signature _____

Instructor Signature _____

Date of Make-up: _____

Computer Operator _____

File this form in the Attendance Book for future reference.

Theory Performance Report

 Monthly Quarterly

Student _____ Term: _____ Date _____

Instructor: _____

Subject:

Subject/ System	Quiz #	Test #	Grade
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11.			

Final Grade: _____

Tardiness _____

Absences _____

Recommendation: _____

Figure 1. The effect of the concentration of the solution on the adsorption of the dye. The concentration of the solution was 0.05, 0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9, 1.0, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 5.0, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 6.0, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 8.0, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 9.0, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 10.0, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 11.0, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 12.0, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 13.0, 13.1, 13.2, 13.3, 13.4, 13.5, 13.6, 13.7, 13.8, 13.9, 14.0, 14.1, 14.2, 14.3, 14.4, 14.5, 14.6, 14.7, 14.8, 14.9, 15.0, 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8, 15.9, 16.0, 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7, 16.8, 16.9, 17.0, 17.1, 17.2, 17.3, 17.4, 17.5, 17.6, 17.7, 17.8, 17.9, 18.0, 18.1, 18.2, 18.3, 18.4, 18.5, 18.6, 18.7, 18.8, 18.9, 19.0, 19.1, 19.2, 19.3, 19.4, 19.5, 19.6, 19.7, 19.8, 19.9, 20.0, 20.1, 20.2, 20.3, 20.4, 20.5, 20.6, 20.7, 20.8, 20.9, 21.0, 21.1, 21.2, 21.3, 21.4, 21.5, 21.6, 21.7, 21.8, 21.9, 22.0, 22.1, 22.2, 22.3, 22.4, 22.5, 22.6, 22.7, 22.8, 22.9, 23.0, 23.1, 23.2, 23.3, 23.4, 23.5, 23.6, 23.7, 23.8, 23.9, 24.0, 24.1, 24.2, 24.3, 24.4, 24.5, 24.6, 24.7, 24.8, 24.9, 25.0, 25.1, 25.2, 25.3, 25.4, 25.5, 25.6, 25.7, 25.8, 25.9, 26.0, 26.1, 26.2, 26.3, 26.4, 26.5, 26.6, 26.7, 26.8, 26.9, 27.0, 27.1, 27.2, 27.3, 27.4, 27.5, 27.6, 27.7, 27.8, 27.9, 28.0, 28.1, 28.2, 28.3, 28.4, 28.5, 28.6, 28.7, 28.8, 28.9, 29.0, 29.1, 29.2, 29.3, 29.4, 29.5, 29.6, 29.7, 29.8, 29.9, 30.0, 30.1, 30.2, 30.3, 30.4, 30.5, 30.6, 30.7, 30.8, 30.9, 31.0, 31.1, 31.2, 31.3, 31.4, 31.5, 31.6, 31.7, 31.8, 31.9, 32.0, 32.1, 32.2, 32.3, 32.4, 32.5, 32.6, 32.7, 32.8, 32.9, 33.0, 33.1, 33.2, 33.3, 33.4, 33.5, 33.6, 33.7, 33.8, 33.9, 34.0, 34.1, 34.2, 34.3, 34.4, 34.5, 34.6, 34.7, 34.8, 34.9, 35.0, 35.1, 35.2, 35.3, 35.4, 35.5, 35.6, 35.7, 35.8, 35.9, 36.0, 36.1, 36.2, 36.3, 36.4, 36.5, 36.6, 36.7, 36.8, 36.9, 37.0, 37.1, 37.2, 37.3, 37.4, 37.5, 37.6, 37.7, 37.8, 37.9, 38.0, 38.1, 38.2, 38.3, 38.4, 38.5, 38.6, 38.7, 38.8, 38.9, 39.0, 39.1, 39.2, 39.3, 39.4, 39.5, 39.6, 39.7, 39.8, 39.9, 40.0, 40.1, 40.2, 40.3, 40.4, 40.5, 40.6, 40.7, 40.8, 40.9, 41.0, 41.1, 41.2, 41.3, 41.4, 41.5, 41.6, 41.7, 41.8, 41.9, 42.0, 42.1, 42.2, 42.3, 42.4, 42.5, 42.6, 42.7, 42.8, 42.9, 43.0, 43.1, 43.2, 43.3, 43.4, 43.5, 43.6, 43.7, 43.8, 43.9, 44.0, 44.1, 44.2, 44.3, 44.4, 44.5, 44.6, 44.7, 44.8, 44.9, 45.0, 45.1, 45.2, 45.3, 45.4, 45.5, 45.6, 45.7, 45.8, 45.9, 46.0, 46.1, 46.2, 46.3, 46.4, 46.5, 46.6, 46.7, 46.8, 46.9, 47.0, 47.1, 47.2, 47.3, 47.4, 47.5, 47.6, 47.7, 47.8, 47.9, 48.0, 48.1, 48.2, 48.3, 48.4, 48.5, 48.6, 48.7, 48.8, 48.9, 49.0, 49.1, 49.2, 49.3, 49.4, 49.5, 49.6, 49.7, 49.8, 49.9, 50.0, 50.1, 50.2, 50.3, 50.4, 50.5, 50.6, 50.7, 50.8, 50.9, 51.0, 51.1, 51.2, 51.3, 51.4, 51.5, 51.6, 51.7, 51.8, 51.9, 52.0, 52.1, 52.2, 52.3, 52.4, 52.5, 52.6, 52.7, 52.8, 52.9, 53.0, 53.1, 53.2, 53.3, 53.4, 53.5, 53.6, 53.7, 53.8, 53.9, 54.0, 54.1, 54.2, 54.3, 54.4, 54.5, 54.6, 54.7, 54.8, 54.9, 55.0, 55.1, 55.2, 55.3, 55.4, 55.5, 55.6, 55.7, 55.8, 55.9, 56.0, 56.1, 56.2, 56.3, 56.4, 56.5, 56.6, 56.7, 56.8, 56.9, 57.0, 57.1, 57.2, 57.3, 57.4, 57.5, 57.6, 57.7, 57.8, 57.9, 58.0, 58.1, 58.2, 58.3, 58.4, 58.5, 58.6, 58.7, 58.8, 58.9, 59.0, 59.1, 59.2, 59.3, 59.4, 59.5, 59.6, 59.7, 59.8, 59.9, 60.0, 60.1, 60.2, 60.3, 60.4, 60.5, 60.6, 60.7, 60.8, 60.9, 61.0, 61.1, 61.2, 61.3, 61.4, 61.5, 61.6, 61.7, 61.8, 61.9, 62.0, 62.1, 62.2, 62.3, 62.4, 62.5, 62.6, 62.7, 62.8, 62.9, 63.0, 63.1, 63.2, 63.3, 63.4, 63.5, 63.6, 63.7, 63.8, 63.9, 64.0, 64.1, 64.2, 64.3, 64.4, 64.5, 64.6, 64.7, 64.8, 64.9, 65.0, 65.1, 65.2, 65.3, 65.4, 65.5, 65.6, 65.7, 65.8, 65.9, 66.0, 66.1, 66.2, 66.3, 66.4, 66.5, 66.6, 66.7, 66.8, 66.9, 67.0, 67.1, 67.2, 67.3, 67.4, 67.5, 67.6, 67.7, 67.8, 67.9, 68.0, 68.1, 68.2, 68.3, 68.4, 68.5, 68.6, 68.7, 68.8, 68.9, 69.0, 69.1, 69.2, 69.3, 69

Instructor: _____

Student: _____

VN Program Director: _____

COAST HEALTH CAREER COLLEGE
WARNING NOTICE

STUDENT NAME: _____ DATE: _____

PROGRAM: _____ TERM: _____

REASON FOR WARNING;

<input type="checkbox"/> Poor Attitude	<input type="checkbox"/> Neglects Homework
<input type="checkbox"/> Unprofessional Appearance	<input type="checkbox"/> Not made up missed work
<input type="checkbox"/> Unprofessional Conduct	<input type="checkbox"/> Not working up to ability
<input type="checkbox"/> Unsatisfactory Clinical Skills	<input type="checkbox"/> Poor Attendance
<input type="checkbox"/> Frequently Tardy	

SUPPORTING DATE/COMMENTS BY INSTRUCTOR:

This warning notice indicates you are formally warned of your deficiencies and are currently performing below the required minimum standards.
You are at risk of being dropped from your program of study at COAST HEALTH CAREER COLLEGE unless there is an immediate improvement.

COMMENTS BY

STUDENT: _____

INSTRUCTOR: _____ STUDENT: _____

**COAST HEALTH CAREER COLLEGE
LVN PROGRAM
POLICY AND PROCEDURE**

Title: EVALUATIONS, CLINICAL INSTRUCTOR AND SITE

Page: 1 of 2

Approved by: Key McQuay RN MA

Effective: 3/09

POLICY:

The Program Director or Director of Nursing will evaluate the Clinical Instructor at the facility on a quarterly basis.

Each facility is reviewed to determine if the student's clinical objectives are being met and the clinical objectives which students are expected to master are posted on the patient care units.

A Clinical site evaluation will be conducted on a monthly basis to assure objectives are viewed and in place.

STANDARD OF CARE/STANDARD OF PRACTICE

All Apply

PROCEDURE

- The attached forms are used for these evaluations.

POINTS OF EMPHASIS

- Evaluations are maintained in a binder for review.

Reference/Regulatory Requirements

California Business and Professions Code, Division 2, 2534

Review Date:

Coast Health Career Colleges

Vocational Nursing Program

Clinical site Evaluation (by VN Program Director) Monthly

Date: _____

Clinical Facility: _____

Term: _____

Instructor: _____ # of Students _____

Visited by : _____

Please check below the objectives met through this visit:

____ New Facility

____ Update contract information

____ Check assignments posting

____ Check objective posting

____ Orientation of new staff

____ Meet with Administration

____ Meet with education staff

____ Meet with clinical Instructor

Comments:

Plan:

Coast Health Career Colleges

Vocational Nursing Program
Quarterly

Clinical Instructor Evaluation (to be done by VN Program Director)

Clinical Site: _____

Date: _____

Instructor: _____

Term: _____

Tardiness/Absences/ Early Dismissal: _____ # occurrences _____

Clinical Objectives Posted: _____ Yes _____ NO

Assignment Posted : _____ Yes _____ NO

Phone List : _____ Calling Tree: _____

Review OF:

TERM Appropriate Goals _____

Evaluation reports mid term & Final _____

Skills appropriate for the Term: _____

Pre and Post conferences: _____

Comments: _____

Plan; _____

Instructor Performance: Excellent Good Average Fair Poor

Instructor's Signature _____

Date: _____

VN Program Director: _____

Date _____

**COAST HEALTH CAREER COLLEGE
LVN PROGRAM
POLICY AND PROCEDURE**

Title: FACILITY EVALUATION, CLINICAL ROTATION

Page: 1 of 1

Approved by: _____

Effective: 3/09

POLICY:

Coastal Health Career College is dedicated to facilitate clinical experiences, teamwork and positive relationships with all members of the facility.

To accomplish this, each facility will be given an evaluation form to complete at the end of each Term.

STANDARD OF CARE/STANDARD OF PRACTICE

Professionalism and Ethics

PROCEDURE

1. Instructors are to hand out the evaluation forms to the facility members at the end of the rotation.
2. Collect the forms and return to the school so they may be reviewed by the Faculty.

POINTS OF EMPHASIS

- Faculty will respond to the facility if there are issues or concerns to be dealt with.
- See attached form.

Reference/Regulatory Requirements

Review Date:

COAST HEALTH CAREER COLLEGE
Facility Staff Evaluation

Please take a few minutes to complete this evaluation. We wish to continue with meaningful and positive experiences with you, the staff, and the students and instructors.

Thank you so much!

Were the students attentive to you directions? Yes ☒ No ☐

If "No" were any issues discussed and resolved? Yes ☐ No ☐

Did the students give care that was competent?
and caring? Yes ☐ No ☐

Did the students perform in a professional way? Yes ☐ No ☐

Were the Instructors attentive and responsive?
to the students and you? Yes ☐ No ☐

The rotation could be improved? Yes ☐ No ☐
How _____

Other comments regarding students or instructors that would benefit the
experience? _____

Thank you for your input, which will be reviewed by the Faculty.
Mar-09

**COAST HEALTH CAREER COLLEGE
LVN PROGRAM
POLICY AND PROCEDURE**

Title: INSTRUCTOR, THEORY PERFORMANCE REPORT

Page: 1 of 1

Approved by: _____

Effective: 3/09

I. POLICY:

Each theory Instructor will complete a performance report of the all students' progress on a monthly and quarterly basis.

II STANDARD OF CARE/STANDARD OF PRACTICE

All Apply

III PROCEDURE

1. Complete all areas of the attached form – one form per student.
2. Submit completed forms to the Program Director at the end of a month and at the end of a Term.
3. All recommendations will be discussed and the Faculty will be included in follow-up if necessary.

POINTS OF EMPHASIS

Reference/Regulatory Requirements

Review Date:

Theory Performance Report

__ Monthly __ Quarterly

Student _____ Term: _____ Date _____

Instructor: _____

Subject: _____

Subject/ System	Quiz #	Test #	Grade
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Final Grade: _____

Tardiness _____

Absences _____

Recommendation: _____

Instructor: _____ Student: _____

VN Program Director: _____

**COAST HEALTH CAREER COLLEGE
INSTRUCTOR, THEORY
JOB EVALUATION**

Ratings: 5 = Excellent 4. = Good 3. = Average 2. = Poor 1. = Unacceptable

	PROFESSIONAL RESPONSIBILITIES	5	4	3	2	1	N/A
1.	Knows the scope of nursing practice.						
2.	Committed to fulfill legal responsibilities of good nursing practice.						
3.	Takes responsive action when unprofessional conduct occurs.						
4.	Is competent and assures students are competent to perform assigned duties.						
5.	Adheres to school policies and procedures.						
	THEORY/CLINICAL RESPONSIBILITIES						
1.	Prepares for the days lecture.						
2.	Identifies objectives to be met prior to each days lecture.						
3.	Prepares/reviews exams prior to exam date.						
4.	Has knowledge of subject matter.						
5.	Use appropriate dynamics, other materials/tools as reference for presentations.						
6.	Encourages participation and discussion of subject matter.						
7.	Presents lecture material in an organized manner.						
	LEADERSHIP RESPONSIBILITIES						
1.	Arrives to class on time.						
2.	Uses class time efficiently. Gives breaks, lunch and dismissal times accordance to policy.						
3.	Post available hours for students to receive counseling.						
4.	Monitors grades, attendance records.						
5.	Enters computer grades, progress reports timely.						
6.	Adheres to dress code & enforces student dress code.						
7.	Complies with policies of remediation and re-testing						
8.	Maintains weekly theory objectives.						
9.	Follows Term calendar and syllabus outline.						
10.	Informs Don/ADON of students who are failing.						
11.	Attends Faculty meetings.						

Comments: _____

Instructor: _____ DON: _____
Date: _____

April 2009

**COAST HEALTH CAREER COLLEGE
INSTRUCTOR, CLINICAL
JOB EVALUATION**

Ratings: 5 = Excellent 4. = Good 3. = Average 2. = Poor 1. = Unacceptable

	PROFESSIONAL RESPONSIBILITIES	5	4	3	2	1	N/A
1.	Knows the scope of nursing practice.						
2.	Committed to fulfill legal responsibilities of good nursing practice.						
3.	Takes responsive action when unprofessional conduct occurs.						
4.	Is competent and assures students are competent to perform assigned duties.						
5.	Adheres to school policies and procedures.						
	CLINICAL RESPONSIBILITIES						
1.	Prepares for the days clinical experience						
2.	Identifies objectives to be met prior to each day's clinical experience.						
3.	Has competence & knowledge of the clinical specialty.						
4.	Uses appropriate patient assessment in student assignments						
5.	Assists students in acquiring clinical skills pertinent to the Term.						
6.	Encourages participation in pre-post conferences.						
	LEADERSHIP RESPONSIBILITIES						
1.	Arrives to clinical on time.						
2.	Uses clinical time efficiently. Gives breaks, lunch and dismissal times according to policy.						
3.	Posts "Clinical Objectives" on Facility bulletin board.						
4.	Post student assignments						
5.	Monitors attendance/tardiness of students & reports to Theory Instructor mid-term and the final records.						
6.	Adheres to dress code & enforces student dress code.						
7.	Notifies DON/ADON of students progress, absences etc.						
8.	Follows Term calendar and syllabus outline						
9.	Attends Faculty meetings.						

Comments: _____

Instructor: _____ DON: _____
 Date: _____

Agenda Item #15.B. – Attachment E



COAST HEALTH CAREER COLLEGE

BVNPT
2011 JAN 25 PM 1:47

edee
BVNPT Received
on 1-26-11 with KR

January 21, 2011

Cheryl C. Anderson, M.S., R.N.
Supervising Nursing Education Consultant
Board of Vocational Nursing and
Psychiatric Technicians
2435 Capitol Oaks Drive, Suite 205
Sacramento, CA. 95833-2945

Dear Ms. Anderson,

These are in response to your letter dated January 13, 2011. Re. effectiveness of any corrective actions taken to improve the program's average annual passed rates on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN).

In order to maintain at least the minimum pass rate on the licensure examination the school has subscribe to the Educational Resource Inc. (ERI) program. These programs enhance the student's knowledge and assist them in the application of concept within the content of the VN- Curriculum.

The Graduates of July 2009 (Class of July 2008 to July 2009) have utilized this program; passing percentage results have increased 9 out of 12 students passed the NCLEX-VN. The Graduates of April 2009 to May 2010, 4 passed out of 8, 3 are still on process.

The students from Term 1 to Term 1V are required to attend ERI sessions (computer sessions) every after each unit to validate their knowledge that they may have obtained from actual classroom lectures and through clinical experience.

During our monthly faculty meeting on the topic of Program evaluation, it was a unanimous decision that we have to revise our Student handbook to include the requirements of taking the Comprehensive Achievement Profiles (PN CAPS), LPN Assessment Test, Clinical & Theory Practice Test and in Term 1V it is mandatory to take the PN-CAT.

The Comprehensive Achievement Profiles are tailored to fit into the corresponding lectures per Term. The Unit Lectures continues the unit Test on the term level.

We discussed during the latest monthly Faculty meeting that in addition to the ERI sessions the faculty including the VN Program Director will offer 60 hours supplemental NCLEX preparation sessions.

The students are reviewed by their Theory Instructor at the end of each Term and more comprehensive review at the end of TERM-IV. During Clinical rotation the Instructor conducts post-conferences to determine if the student(s) are able to apply theoretical concepts into practice. For students that "need improvements" the clinical Instructor makes arrangements for the student to attend skills lab and review of the concepts are reemphasized.

Educational Resources, INC.(ERI)

ERI is a computer assisted program that will assist the individual student to acquire computer testing skills.

The ERI sessions will augment the acquired psychomotor skills of the VN student from the classroom and the clinical setting experiences. The test sessions will assist the student in developing critical thinking and will enable them to be comfortable in taking the NCLEX examination.

Policy: I Self scheduling

- A. Student will take full responsibility in scheduling herself/himself.
 - B. Student sign an agreement to take full responsibility in acquiring computer skills through practice.
 - C. Student is aware that the time spent taking the ERI Test sessions is not hours included in the VN course.
 - D. A calendar is provided for the student to sign in their Test sessions.
2. Sessions Monitored
- A. The results of the test sessions are monitored for compliance, results are utilized for ranking grading status.
 - B. Silence should strictly be observed.
 - C. Telephones/Cell phones should not be used in the Testing room.

Correctional Plan:

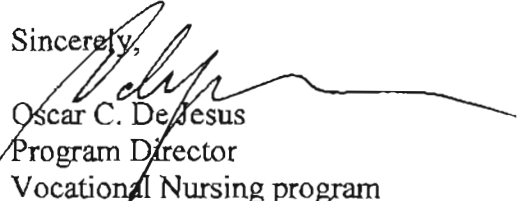
Goal is to increase the pass rate on first time licensure examinations taken.

- New entrance examinations have been utilized, TEAS Test
- New exit examinations utilizing ERI format.
- The passing grade of all examinations will be increased to an 80% pass rate
- Class size was decreased by 66%-down to 15 students per class.
- Reduction in instructors who were poor performers
- Finally-We change the text book that we use by utilizing Elsevier Publishing resources (Mosby and Saunders).

Hopefully these would help the School meet the standards set by the Board of Vocational Nursing and Psychiatric Technicians when it comes to passing the National Council Licensure Examination (NCLEX-VN).

Thank you for your consideration.

Sincerely,



Oscar C. De Jesus

Program Director

Vocational Nursing program

Coast Health Career College

1741 W. Katella Ave.

Anaheim, CA. 92804

Agenda Item #15.B. – Attachment F



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR ROMANO • BROWN JR.
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7859 Web www.bvnpt.ca.gov



CERTIFIED MAIL

March XX, 2011

Oscar C. De Jesus, B.S., R.N., Director
Vocational Nursing Program
Coast Health Education Center, Inc.
1741 West Katella Avenue
Anaheim, CA 92804

Subject: Notice of Change in Accreditation Status

Dear Mr. De Jesus:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on February 25, 2010, the provisional accreditation status of the Coast Health Education Center, Inc., Vocational Nursing Program has been extended for the period March 1, 2011 through February 28, 2012. Please sign and return the enclosed "Acknowledgement of Change in Accreditation Status" form by **Friday, March 4, 2011**.

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

In accordance with Section 2526.1(c) of title 16 of the California Code of Regulations,

"The Board may place any program on provisional accreditation when that program does not meet all requirements as set forth in this chapter and in Section 2526..."

Section 2530(l) of title 16 of the California Code of Regulations states:

"The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

- (l) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation."

The program pass rates of the Coast Health Education Center, Inc., Vocational Nursing Program for 18 quarters are set forth in the following table.

Notice of Change in Accreditation Status

March XX, 2011

Page 2 of 4

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Average Annual Pass Rate	Program Average Annual Pass Rate	Variance from State Average Annual Pass Rate
Apr - Jun 2006	79%	50%	-29
Jul - Sep 2006	79%	38%	-41
Oct - Dec 2006	78%	38%	-40
Jan - Mar 2007	77%	38%	-39
Apr - Jun 2007	77%	35%	-42
Jul - Sep 2007	76%	27%	-49
Oct - Dec 2007	76%	41%	-49
Jan - Mar 2008	75%	42%	-33
Apr - Jun 2008	74%	41%	-33
Jul - Sep 2008	74%	41%	-33
Oct - Dec 2008	73%	43%	-30
Jan - Mar 2009	72%	40%	-32
Apr - Jun 2009	70%	44%	-26
Jul - Sep 2009	72%	52%	-20
Oct - Dec 2009	73%	45%	-28
Jan - Mar 2010	74%	65%	-9
Apr - Jun 2010	75%	62%	-13
Jul - Sep 2010	75%	61%	-14

Based on this data, the program failed to meet the annual average pass rate requirement for 17 of the past 18 quarters.

REQUIRED CORRECTION(S)

1. The Coast Health Education Center Inc., Vocational Nursing Program must bring its licensure examination annual average pass rate to no more than ten (10) percentage points below the State annual average pass rate for four (4) consecutive quarters by **February 28, 2012**.
2. Require the program to admit no additional students unless approved by the full Board.
3. Require the program to show documented progress by submitting a follow-up report in nine (9) months, but no later than **November 1, 2011**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timelines for expected results, and the effectiveness of corrective actions taken to address the following elements:
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.

Notice of Change in Accreditation Status

March XX, 2011

Page 3 of 4

- e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
3. The program must comply with all accreditation standards in article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code section 2880, and article 5 of the Board's regulations, commencing at California Code of Regulations, title 16, section 2526.
 4. Failure to take these corrective actions may cause the Board to revoke the program's accreditation. In the event additional violations of the accreditation standards are identified, such violations may result in further corrective action or revocation of provisional accreditation.

FUTURE BOARD ACTION

Your program will be placed on the **February 2012** Board Meeting agenda for reconsideration of your accreditation status. The nursing education consultant assigned to your program will ask you to submit documentation of the correction of your violation(s) by the fifteenth day of the second month prior to that Board meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **Prior Board approval is required to admit each class.**

In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to 2527 of the Board's regulations.

The program may no longer advertise that it has full accreditation, and should take steps to correct any ongoing advertisements or publications in that regard.

A copy of title 16, California Code of Regulations, section 2526.1, regarding provisional accreditation is attached for your reference. A complete copy of the Board's laws and regulations can be found on the Board's web site at www.bvnpt.ca.gov.

Notice of Change in Accreditation Status

March XX, 2011

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Should you have questions, please do not hesitate to contact the Board.

Sincerely,

TERESA BELLO-JONES, J.D., M.S.N., R.N.

Executive Officer

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Enclosure

cc: Board Members